



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)

Verify or enter Estimator email addresses, then click: [Continue](#)

TO: joan@carpedata.com

BCC: bob@3day.com
akristih@aol.com
bob@3day.com
support@carpedata.com

Suppliers

24 Seven Trade Printers
3-Day Digital
Ben Franklin Press

**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.

Go To = 1 / 1 =

SPEX QUOTE ORDER

- VA + Mail Breakout

In Estimating

01-21801 1,000

Estimate Total Cost

- Material

- Out Services

Add'l Ms:

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

Go To = 1 / 1 = << < > >> Organize Actions Output

SPEX QUOTE ORDER SCHEDULE AC'S INVOICE ADMIN

11 by Seventeen - File Edit View Brochure - 16 Pages, Plus Cover

Incoming Supplier Quotes Paper Calculations Notes

Total Costs to Use in QUOTE 1,000 2,000 3,000

Quoting Quantities (Order:)

1,000 2,000 3,000

Select Supplier Est #

☐ 24 Seven Trade Printers

☐ 3-Day Digital

☐ Ben Franklin Press

☐

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	
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
☐					

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.

The screenshot shows the 'QUOTE' screen in a software application. The top menu bar includes 'Go To', navigation buttons, 'Organize', 'Actions', 'Output', and 'Find...'. Below this is a sub-menu with 'SPEX', 'QUOTE', 'ORDER', 'SCHEDULE', 'AC'S', 'INVOICE', 'ADMIN', and 'HELP'. The 'QUOTE' sub-menu is active, showing options like '- VA', '+ Mail', 'Breakout Prices', and '\$/\$'. The main area is titled 'In Estimating' and displays a table for '11 by Seventeen - File Edit View Brochure - 16 Pages, Plus Cover'. The table has columns for '01-21801', '1,000', '2,000', '3,000', and several empty columns. The rows include 'Estimate Total Cost', '- Material', '- Out Services', 'Add'l Ms:', 'Multiplier', '= Base', and 'Target or Cost/M'. The 'Multiplier' row shows values of 200.0% for the first three columns. To the right of the table are fields for 'Quote Date', 'Est #', 'Job #', 'Press', and 'Plant'. A red arrow points to the 'Output' button in the top menu bar, and another red arrow points to the 'Multiplier' field in the table.

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.

The screenshot shows the 'QUOTE' screen with additional data entered. The 'Multiplier' row now shows 200.0% for all three columns. The 'Estimate Total Cost' row shows 5,356.00, 5,664.00, and 6,266.00. The 'Price' row shows 5,356, 5,664, and 6,266. The 'Est Freight' row shows 125.00, 150.00, and 175.00. The 'Total' row shows 5,481.00, 5,814.00, and 6,441.00. The 'Quote Date' field is set to 2/2/2016, and the 'Est #' field is set to 01-21801. The 'Job #' field is set to 10%. The 'Press' field is set to 240, and the 'Plant' field is set to SF. The 'All @ 100%' checkbox is checked. The '200% Mult.' checkbox is checked. The 'Targets' checkbox is checked. The 'M/U Est VA' checkbox is checked. The '1' checkbox is checked. The '2' checkbox is checked. The '3' checkbox is checked. The '4' checkbox is checked. The '5' checkbox is checked. The '6' checkbox is checked. The 'Notes >' button is visible. The 'Terms of sale: Net 30' is displayed at the bottom right. Red arrows point to the 'Quote Date' and 'Est #' fields. Red numbers 1, 2, 3, and 4 point to specific fields: 1 points to 'Each X', 2 points to 'Est Freight', 3 points to 'Option\$', and 4 points to 'Total'.

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.)

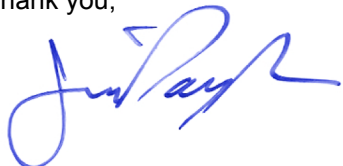
February 2, 2016 Est# 01-21801
support@carpedata.com 408-395-8183

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 Furnished	Epson digital color proof & digital dylux proof 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	
Proposal Notes	Example proposal for Brokerage Workflow training.	

(+/- 10%) Quantity	<u>1,000</u>	<u>2,000</u>	<u>3,000</u>
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

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.

Go To = 1 / 2 = << < > >> Organize New Actions Output Find

Purchase Order

Date 2/2/16

Follow Up

10194-16 11 by Seventeen File Edit View Brochure

All MEMOS This Job

		PO	Supplier Invoice	Due	Status
24 Seven Trade Printers	Purchase Order	10194-16-1	\$1,932.00		Production
1 ABC Mailing	Purchase Order	10194-16-2	\$900.00		Production

Job PO Total \$2,832.00 Job Supplier Invoice Total

2 PO Instructions To Do Supplier Invoice Internal Notes Foreign Currency

Purchase Order

Supplier 24 Seven Trade Printers

Set Supplier & Job Data ... w/o Data

Sheila Christiansen

P.O. Box 5911
Lomita CA 93365
408-666-7356 :F
support@carpedata.com

36057

3 Ship to

Attn

Address

City St. Zip

Phone

From Jim Taylor

Of Carpe Data

Signoff

Title

Email TO support@carpedata.com

Email CC

Date 2/2/16

PO Status Production

PO # 10194-16-1

PO Amount \$1,932.00

PO Due Date

Job Due Date 2/25/16

2

PO Status Notes

2

Job No. 10194-16

Job Status Working

Job Estimate Total \$2,832.00

Job Quote Total \$5,664.00

Due to Pay

Week

Paid

4

- 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.

PO	Instructions	To Do	Supplier Invoice	Internal Notes	Foreign Currency
----	--------------	-------	------------------	----------------	------------------

Subject 24 Seven Trade Printers Purchase Order 10194-16-1 **Production**

Purchase Order: File Edit View Brochure

Description

1

Job Data 2 Refresh Job Data from Job Unformat Text

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

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**.



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

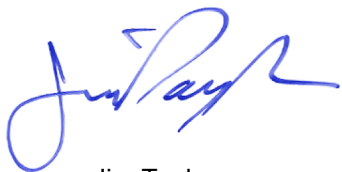
Delivery Instructions:

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

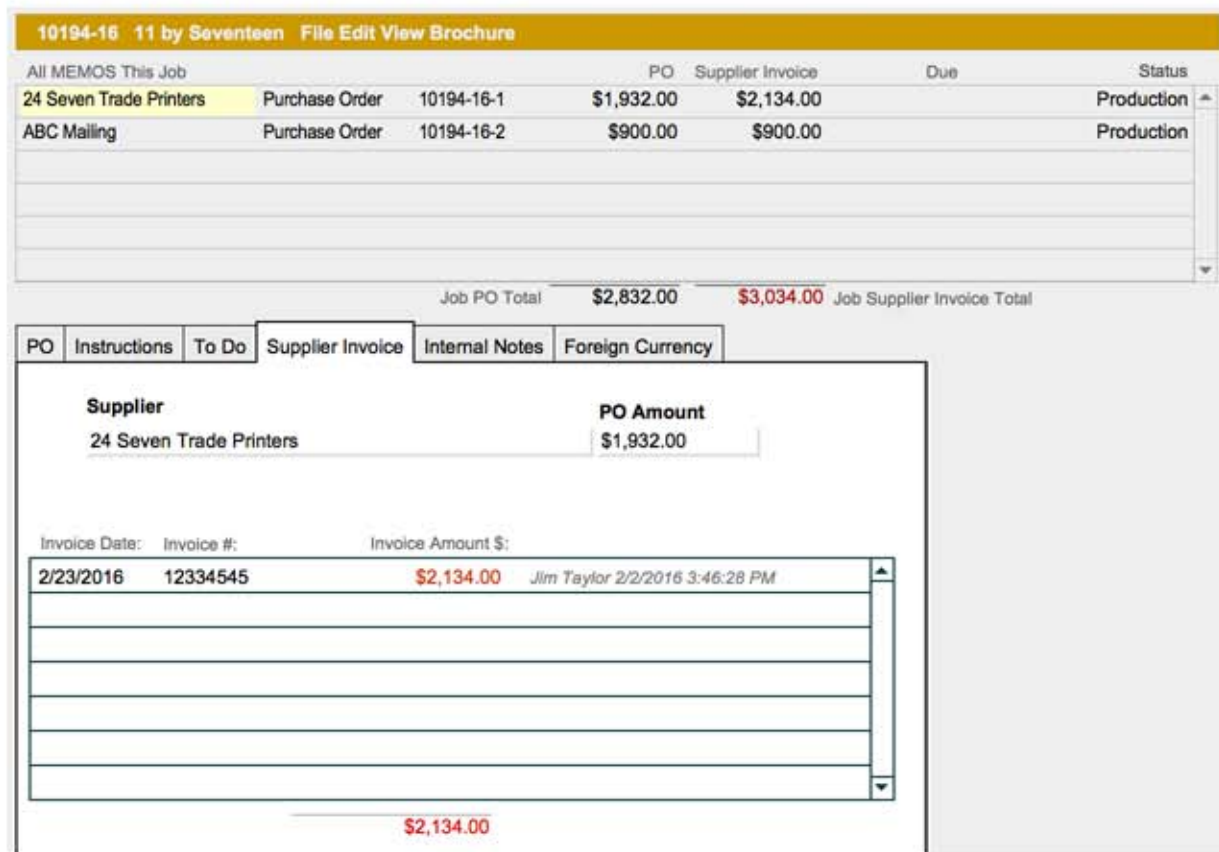
11 by Seventeen
Penny Lane 408-395-8183
2538 22nd Street Suite 54
Opa City WI 54956 USA

A handwritten signature in blue ink, appearing to read "Jim Taylor", with a stylized flourish at the end.

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.



All MEMOS This Job	PO	Supplier Invoice	Due	Status
24 Seven Trade Printers	Purchase Order 10194-16-1	\$1,932.00	\$2,134.00	Production
ABC Mailing	Purchase Order 10194-16-2	\$900.00	\$900.00	Production

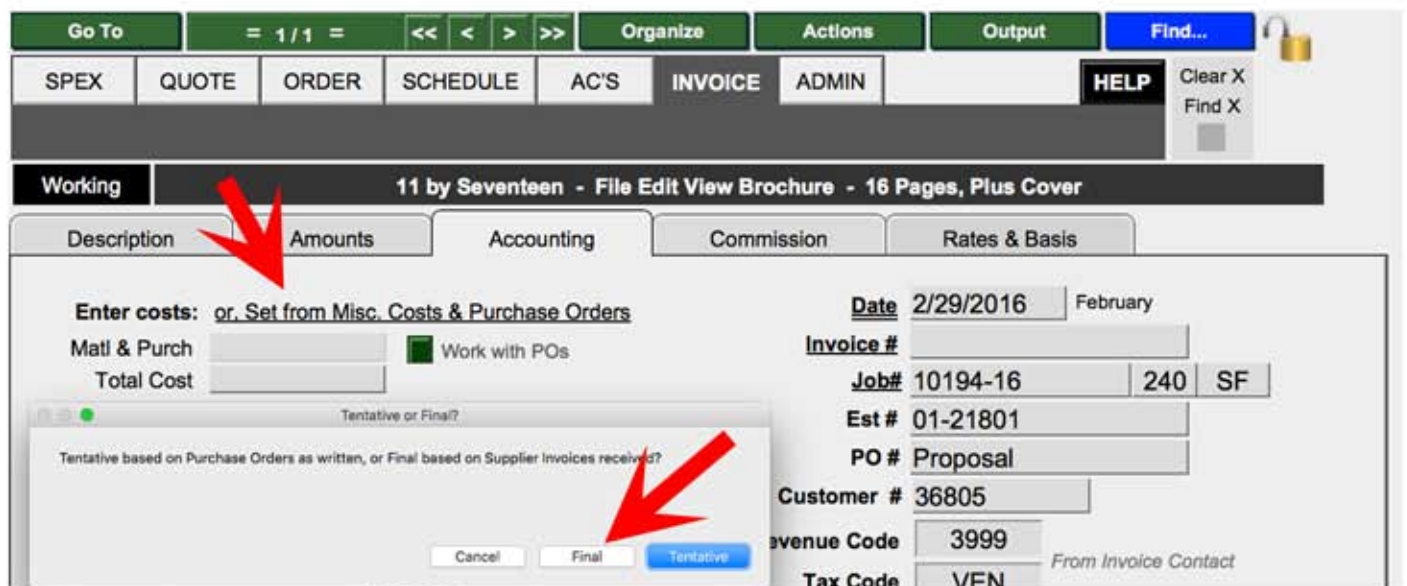
Job PO Total: \$2,832.00 Job Supplier Invoice Total: \$3,034.00

Supplier: 24 Seven Trade Printers PO Amount: \$1,932.00

Invoice Date: 2/23/2016 Invoice #: 12334545 Invoice Amount \$: \$2,134.00 Jim Taylor 2/2/2016 3:46:28 PM

\$2,134.00

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.



Go To: = 1/1 = << < > >> Organize Actions Output Find...
SPEX QUOTE ORDER SCHEDULE AC'S INVOICE ADMIN HELP Clear X Find X

Working 11 by Seventeen - File Edit View Brochure - 16 Pages, Plus Cover

Description Amounts Accounting Commission Rates & Basis

Enter costs: or, Set from Misc. Costs & Purchase Orders

Matl & Purch ☒ Work with POs

Total Cost

Tentative or Final?

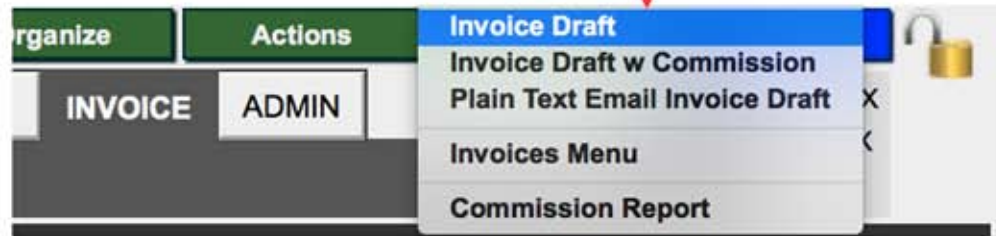
Tentative based on Purchase Orders as written, or Final based on Supplier Invoices received?

Cancel Final Tentative

Date: 2/29/2016 February
Invoice #:
Job#: 10194-16 240 SF
Est #: 01-21801
PO #: Proposal
Customer #: 36805
Revenue Code: 3999
Tax Code: VEN From Invoice Contact

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 PN 12345
16 Pages, Plus Cover

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

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

Paid \$3,000.00

Balance Due \$3,487.26

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.

☒ Enable Payment Tracking	Date Paid	Check #	Amount Paid
	2/10/16	123	\$3,000.00
Paid Total			\$3,000.00
Balance Due			\$3,487.26

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

Statement of Account	Accounts Receivable
Sales Tax Report	Billed: Paid & Due
Accounting Summary	Accounting Summary .xlsx

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

The PO Report: (Organize) >

All Memos
Recent Memos
Sort POs
PO Report

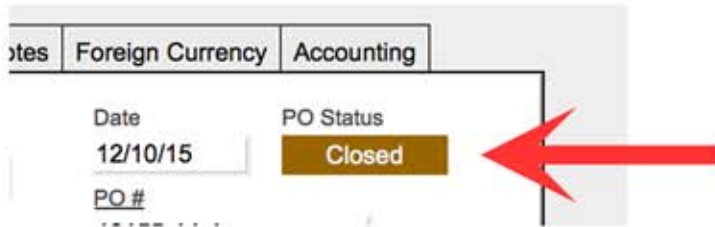


Go To	= 1 / 8 =	<<	<	>	>>
Production					
PO#	Job#	Vendor			

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				

venteen MSM

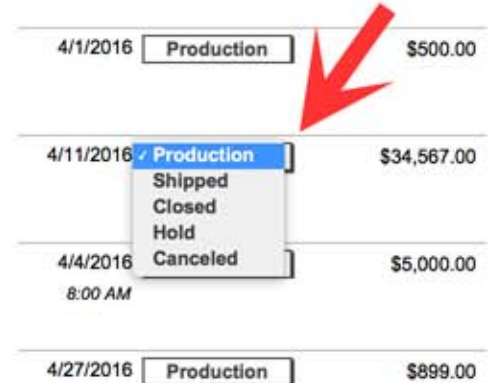
To close a PO, change its Status to Closed:



Notes Foreign Currency Accounting

Date 12/10/15 PO Status Closed

PO #



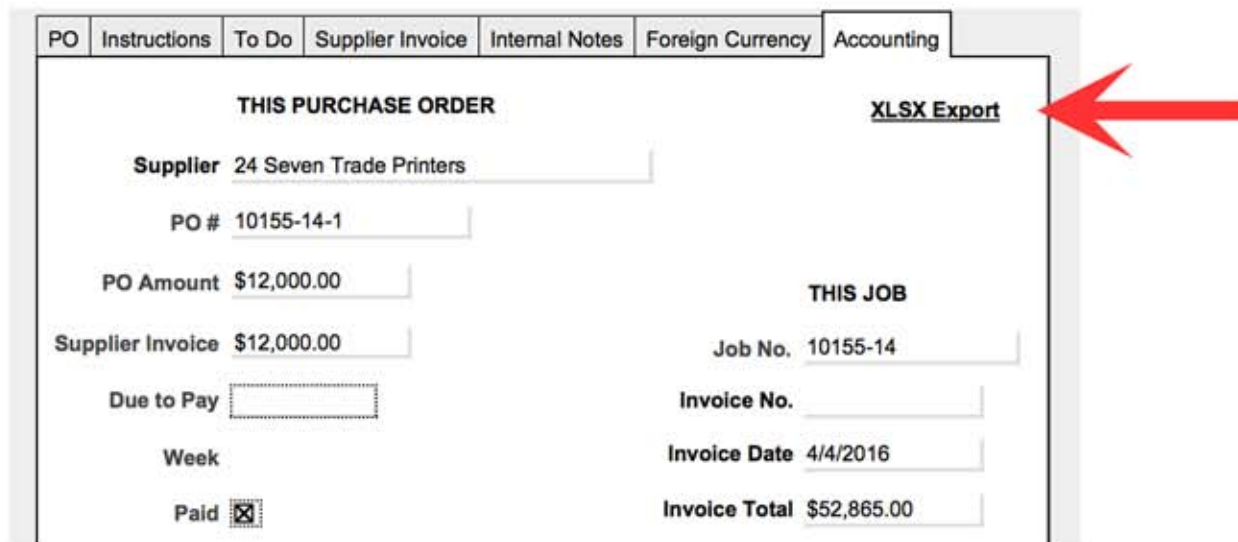
4/1/2016	Production	\$500.00
4/11/2016	Production	\$34,567.00
4/4/2016	Production	\$5,000.00
8:00 AM		
4/27/2016	Production	\$899.00

Check Paid when the supplier has been paid:



Due to Pay 3/1/2016 Week 10 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.



PO Instructions To Do Supplier Invoice Internal Notes Foreign Currency Accounting

THIS PURCHASE ORDER

Supplier 24 Seven Trade Printers

PO # 10155-14-1

PO Amount \$12,000.00

Supplier Invoice \$12,000.00

Due to Pay

Week

Paid ☒

THIS JOB

Job No. 10155-14

Invoice No.

Invoice Date 4/4/2016

Invoice Total \$52,865.00

XLSX Export

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!



Go To = 10 / 11 = << < > >> Sort By New Actions Output Find

Purchase Order

That's the Brokerage Workflow in JOBZ!.

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