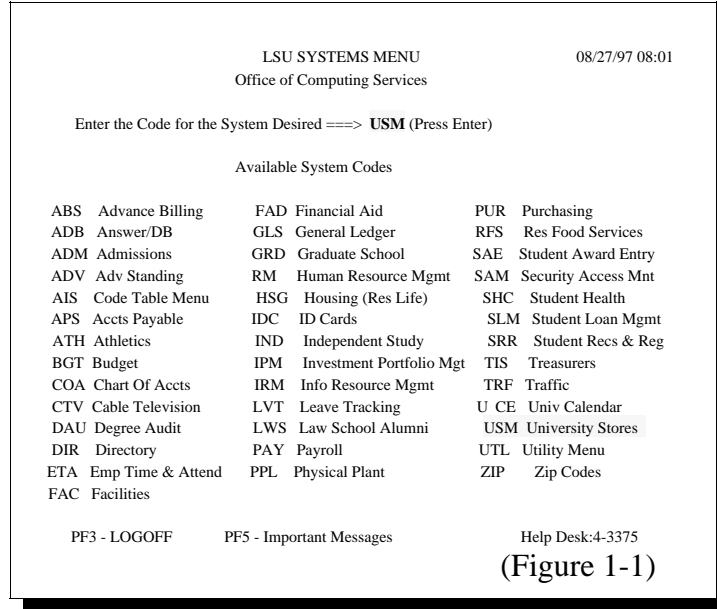


# UNIVERSITY STORES

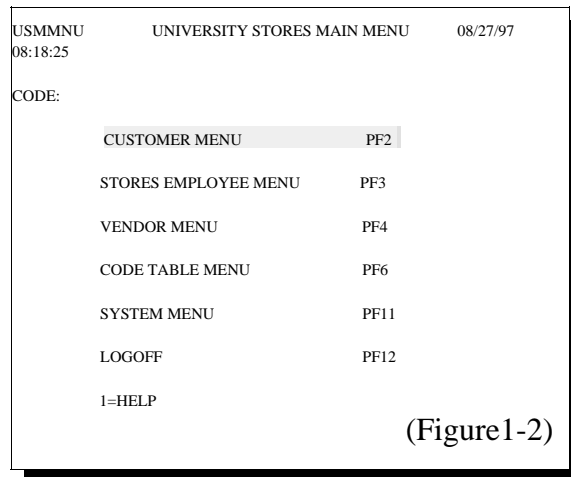
ON-LINE ORDER ENTRY  
PROCEDURES

## Section 1: Accessing the University Stores Menu (USM)

From the IMS System Menu type **USM** for the University Stores Menu and press enter. (Figure 1-1)



The University Stores Main Menu will display. All the options within University Stores Menu will be displayed (Figure 1-2). Press F2 to go the Customer Menu as shown in Figure 1-2.



At this point the user may select to review the on-line catalog, place a stock or non-stock order or track an existing order.

## Section 2: Using the University Stores On-Line Catalog (CAT).

After selecting the Customer Menu (PF2) as shown in Figure 1-2, the Customer Menu will appear:

```
USMCSM          CUSTOMER MENU          08/27/97 10:21:16

CODE: CAT

          CAT - UNIVERSITY STORES CATALOG

          CST - CUSTOMER ORDER TRACKING

          DCS - DEPARTMENTAL CUSTOMER ORDER

          DNS - DEPARTMENTAL NON-STOCK ORDER

          SHP - SHIP TO AND COMMENTS

1=HELP      10=USMMENU    11=SYSTEMU    12=LOGOFF
          (Figure 2-1)
```

Type "CAT" in the **CODE** field and hit *ENTER*.

```
USMCAT          UNIVERSITY STORES CATALOG          08/27/97
10:40:06

ACTION: V (V/VIEW)  CODE: CAT  STOCK NBR : 605650          STOCK ITEM?
DESC:

  STOCK NBR      OBJ      UNIT PRICE      AVAIL  U/M      NBR U/M
  -----      ---      -
                                     -----

1=HELP      2=DEPT ORDER 3=CSO      4=DEPT NON-STOCK 5=NON-STOCK 6=ITEM
7=PREVPAGE 8=NEXTPAGE 9=CUST MENU 10=USMMENU    11=SYSTEMU    12=LOGOFF
          (Figure 2-2)
```

If the Stock Number is known, type it as shown in Figure 2-2. If the stock number is a correct match with an item in inventory, Figure 2-3 shows how the information will be displayed. The information displayed includes Stock Number, Object Code, Unit Price, Availability, Unit of Measure and Number in Unit of Measure.

```

USMCAT          UNIVERSITY STORES CATALOG          09/02/97 15:17:18
PF8 TO PAGE FWD
ACTION: V (V/VIEW)  CODE: CAT  STOCK NBR : 605650          STOCK ITEM?
DESC:

  STOCK NBR  OBJ  UNIT PRICE  AVAIL  U/M  NBR U/M
  -----
605650      4100   70.48      4     EA   1
CALCULATOR: 12 DIGIT DESKTOP, PRINTING, ADL 1123PD
605670      4100    2.19      3     EA   1
PUNCH: GEM TICKET PUNCHES, 1 HOLE, 1/4" ROUND, MCG 403R
605672      4100    9.48      1     EA   1
PUNCH: TWO HOLE 1/4" 23/4" C-C
605673      4100   49.83     21     EA   1
PUNCH: HUMMER HEAVY-DUTY 3-HOLE PUNCH, 1/4", 40 SHEET CAPACITY, BAT 00276
605803      4100    0.52     105     EA   1
DISKETTE MAILER: 3.5", 25/CTN, AVE 18-274
605805      4100    0.71      76     EA   1
DISKETTE MAILER: FOR 5 1/4" DISKETTES, FEL 00685

1=HELP      2=DEPT ORDER 3=CSO          4=DEPT NON-STOCK 5=NON-STOCK 6=ITEM
7=PREVPAGE 8=NEXTPAGE 9=CUST MENU 10=USMMENU    11=SYSMENU 12=LOGOFF

```

(Figure 2-3)

If the stock number is not known, you can simply type the first few letters of the item description in the "DESC:" field and hit enter. Figure 2-4 shows a catalog search for calculators. By typing "CALCUL", all items with these characters will appear.

```

USMCAT          UNIVERSITY STORES CATALOG          09/11/97 08:03:33
END OF DATA
ACTION: V (V/VIEW)  CODE: CAT          STOCK NBR : SS13450          STOCK ITEM?
DESC: CALCUL

  STOCK NBR  OBJ  UNIT PRICE  AVAIL  U/M  NBR U/M
  -----
SS13450     4250   51.70      1     EA   1
METRIC CONVERTER/CALCULATOR
605648      4100   10.61      0     EA   1
CALCULATOR:8-DIGIT,SOLAR,HAND-HELD
605650      4100   70.48      4     EA   1
CALCULATOR: 12 DIGIT DESKTOP, PRINTING, ADL 1123PD
610201      4100    0.77     142     EA   1
RIBBON: UNIVERSAL CALCULATOR RIBBON, NUK BR80C
615030      4100    2.17      5     PKG  3
PAPER:CALCULATOR,THERMAL,2-1/43 ROLL/PACK,WHITE, LAB #CR-022

1=HELP      2=DEPT ORDER 3=CSO          4=DEPT NON-STOCK 5=NON-STOCK 6=ITEM
7=PREVPAGE 8=NEXTPAGE 9=CUST MENU 10=USMMENU    11=SYSMENU 12=LOGOFF

```

(Figure 2-4)

**Hint:** You only need to type a few characters of the item description. The system will then search the database and provide a listing of all items that fit your request as shown above in Figure 2-4.

### Section 3: Placing a Departmental Order (DCS)

This function can be used to place a new departmental order or change an existing one that has not been transmitted. To place a new order go to the Customer Menu (Figure 2-1) and type "DCS" at the command line and hit *ENTER*. The screen that appears is the order entry screen for new orders.

```

USMDCS                DEPARTMENTAL CUSTOMER ORDER                09/16/97 11:27:25
REQUIRED DATA  AUTHORIZE FAILED  PLEASE ENTER DATA
ACTION: A (V/VIEW,A/ADD,C/CHG,D/DEL)  CODE: DCS  ORDER NBR : - BO?:
TYPE: ? (D/DELIVER, W/WILL CALL) PROJECT:  ORDER STATUS:
ACCOUNT: ??????????  ORDER AMT :
AUTHORIZED BY: ??????????????????????????????????????????  ORDER DATE:
SHIP COMPLETE: N  TRANSMITTED:  ORDER TIME:
CONTACT NAME : ??????????????????????????????????????????  CONTACT PHONE: ?????????????????
FOR FACILITIES: MATERIAL ORD NBR:  WORK ORD NBR:  CRAFT CODE:

LINE  STOCK NBR  QTY  U/M  BO  DESCRIPTION  UNIT PRICE  AVAIL
---  -
001
002
003
004
005
006
007

1=HELP      2=TRANSMIT  3=CATALOG  4=SHIP/COMMNT 5=EMPL MENU  6=CUST MENU
7=PREVPAGE  8=NEXTPAGE  9=PRINT    10=USMMENU   11=SYSMENU   12=LOGOFF

                (Figure 3-1)

```

The following information is then typed into the specified fields (Figure 3-1):

- ACTION:** Type "A" to add an order and hit enter. (Hit enter a second time and red question markers will indicate the fields that are required).
- CODE:** "DCS" will already appear in this field.
- TYPE:** There are two order types. The first is "D" for delivery. If this option is selected, University Stores will deliver the order to your department. Select a "W" (Will Call) if you desire to pick up your order from University Stores.
- PROJECT:** This is an optional field. This is a numeric field used by departments to track project expenses.
- ACCOUNT NBR:** Enter your nine digit budget code or account number. Don't enter dashes.
- AUTHORIZED BY:** Enter the name of the professor or supervisor approving the order.
- SHIP COMPLETE:** If the entire order needs to be shipped complete, then select "Y". University Stores will hold the order until ALL stock items are available and then ship the order in complete status. The default setting is "N", which means that the items that are in stock are shipped and the backorders will be released as they are received by University Stores.
- CONTACT NAME:** Name of the person placing the order.
- CONTACT PHONE:** Campus phone number of the person placing the order.

After the CONTACT PHONE number has been entered hit *ENTER* and the cursor will move to the STOCK NUMBER position. Enter the stock number and quantity desired. Use the **TAB** key to navigate through the fields. Repeat as many times as required. (Figure 3-2)

**NOTE:** If there are more than seven items, complete the first page and hit *ENTER*. A new set of order entry lines will appear and will be numbered sequentially. Continue to type in the stock number and quantities.

```

USMDCS                                DEPARTMENTAL CUSTOMER ORDER          09/16/97 12:14:01
PLEASE ENTER DATA
ACTION: A      (V/VIEW,A/ADD,C/CHG,D/DEL)  CODE: DCS      ORDER NBR :   - BO?:
TYPE: D (D/DELIVER, W/WILL CALL) PROJECT:  ORDER STATUS:
ACCOUNT: 192-41-9800 UNIV.STORE-OPERATION  ORDER AMT :
AUTHORIZED BY: B DIX                       ORDER DATE:
SHIP COMPLETE: N TRANSMITTED:              ORDER TIME:
CONTACT NAME : C GRIFFON                   CONTACT PHONE: ( ) 8-8630
FOR FACILITIES: MATERIAL ORD NBR:          WORK ORD NBR:          CRAFT CODE:

LINE  STOCK NBR  QTY  U/M  BO  DESCRIPTION  UNIT PRICE  AVAIL
---  -
001   640040      1
002   ss19812-b    1
003   615913      1
004
005
006
007

1=HELP      2=TRANSMIT  3=CATALOG  4=SHIP/COMMNT  5=EMPL MENU  6=CUST MENU
7=PREVPAGE  8=NEXTPAGE  9=PRINT    10=USMMENU    11=SYSMENU   12=LOGOFF

```

(Figure 3-2)

After all stock numbers and quantities have been entered, hit *ENTER*. At this time, any items with a backorder status will be highlighted in red. (Figure 3-3) Two options are available:

1. The cursor will be in the quantity field. This step is required if you **DO NOT** want to backorder any quantity. Change the quantity to reflect what is shown in the available column to the right. If the item has no stock available type "0" and hit *ENTER*. This will delete that line.

-OR-

2. Using the *TAB* key, move the cursor to the **BO** column and type "Y" and hit *ENTER*. By selecting "Y" the available quantity will be shipped and the balance will be placed on backorder.

Figure 3-3 shows that the customer has ordered 500 of the Kim-Wipes and there are only 287 available. They have selected the option to receive what is in stock and backorder the balance.

LINE	STOCK NBR	QTY	U/M	BO	DESCRIPTION	UNIT PRICE	AVAIL
001	640040	1	CS		TOWELS:BROWN SINGLEFOLD,4	13.78	527
002	SS19812-B	500	BX	y	CLOTH.DSPBL,KIM-WIPES*,15	3.12	287
003	615913	1	BX		FILE FOLDER: MANILA 1/3 C	4.61	888
004							
005							
006							
007							

1=HELP    2=TRANSMIT    3=CATALOG    4=SHIP/COMMNT    5=EMPL MENU    6=CUST MENU  
7=PREVPAGE    8=NEXTPAGE    9=PRINT    10=USMMENU    11=SYSMENU    12=LOGOFF

(Figure 3-3)

Once the order is complete "ADD SUCCESSFUL" will appear in the upper left hand corner of the screen.

### Making Changes to an Existing Departmental Order

If a change is required on an order that has not been transmitted, use the *TAB* key and move your cursor to the **ACTION** field. Type in "C" to change the order and hit *ENTER* twice. All information that can be changed will appear in Green. Using the *TAB* key, move the cursor to the field that a change is required. Make the changes and hit *ENTER*. "CHANGE SUCCESSFUL" will appear in the upper left hand corner of the order entry screen.

### Shipping Instructions

Once the order is complete **but not transmitted**, select *F4* to go to the SHIP/COMMENT screen (Figure 3-4). Enter "C" to change the information displayed. **To insure accurate and timely delivery of the order, enter the department name, building name and room number.** Use the "COMMENT" area on this screen to communicate any special delivery requirements. After the delivery information and comments field is complete, hit *ENTER* and "CHANGE SUCCESSFUL" will appear in the upper left hand corner of the screen.

USMSHP	ORDER SHIP TO AND COMMENTS	09/16/97 13:13:46
ACTION: C (V/VIEW,C/CHG)	CODE: SHP	ORDER NBR : 8009650
ACCOUNT: 192-41-9800 UNIV.STORE-OPERATION		
ORDER AMT : 18.39	ORDER DATE: 09/16/1997	
ORDER STATUS: INCOMPLETE	ORDER TIME: 13:03:42	
SHIP TO: UNIVERSITY STORES SOUTH STADIUM DRIVE DELIVERY DOCK		
COMMENT:		
1=HELP	2=TRACKING	3=CSO
4=CATALOG	5=ITEM	6=NON-STOCK
7=CUST MENU	8=EMPL MENU	9=DEPT ORDER
10=USMMENU	11=SYSMENU	12=LOGOFF

(Figure 3-4)

## Transmitting the Order to University Stores

Select *F9* to return to the main screen of the order. In order to electronically transmit the order to University Stores select *F2*. **If this is not done, the order will remain in "pending" status and can not be processed.** After selecting *F2*, Figure 3-5 will display information concerning the order.

USMDCS		DEPARTMENTAL CUSTOMER ORDER		09/16/97 14:43:16			
ORDER TRANSMITTED END OF DATA							
ACTION: V (V/VIEW,A/ADD,C/CHG,D/DEL) CODE: DCS			ORDER NBR : 8009650 - BO?:				
TYPE: D (D/DELIVER, W/WILL CALL) PROJECT:			ORDER STATUS: INCOMPLETE				
ACCOUNT: 192-41-9800 UNIV.STORE-OPERATION			ORDER AMT : 18.39				
AUTHORIZED BY: B DIX			ORDER DATE: 09/16/1997				
SHIP COMPLETE: N TRANSMITTED: 09/16/1997 14:43:14			ORDER TIME: 13:03:42				
CONTACT NAME : C GRIFFON			CONTACT PHONE: ( ) 8-8630				
FOR FACILITIES: MATERIAL ORD NBR:			WORK ORD NBR: CRAFT CODE:				
LINE	STOCK NBR	QTY	U/M	BO	DESCRIPTION	UNIT PRICE	AVAIL
001	640040	1	CS		TOWELS:BROWN SINGLEFOLD,4	13.78	503
003	615913	1	BX		FILE FOLDER: MANILA 1/3 C	4.61	88 7
1=HELP 2=TRANSMIT 3=CATALOG 4=SHIP/COMMNT 5=EMPL MENU 6=CUST MENU							
7=PREVPAGE 8=NEXTPAGE 9=PRINT 10=USMMENU 11=SYSMENU 12=LOGOFF							

(Figure 3-5)

Figure 3-5 shows what the screen will look like following successful transmission of the order. "ORDER TRANSMITTED END OF DATA" will appear in the upper left hand corner of the screen

**NOTE:** Make sure that you write down your order number for future reference.



## Section 4: Placing a Non-stock Order On Line

From the Customer menu, type "DNS" at the command line as shown below in Figure 4-1 and hit *ENTER*.

```
USMCSM                CUSTOMER MENU                09/17/97 08:27:2

CODE: DNS

CAT - UNIVERSITY STORES CATALOG
CST - CUSTOMER ORDER TRACKING
DCS - DEPARTMENTAL CUSTOMER ORDER
DNS - DEPARTMENTAL NON-STOCK ORDER
SHP - SHIP TO AND COMMENTS

1=HELP          10=USMMENU        11=SYSTEMU        12=LOGOFF
(figure 4-1)
```

The order entry screen will appear (Figure 4-2).

```
USMDNS                DEPARTMENTAL NON-STOCK REQUEST    09/17/97 08:34:53
REQUIRED DATA  AUTHORIZE FAILED
ACTION: A (V/VIEW,A/ADD,C/CHG,D/DEL)   CODE: DNS           ORDER NBR :    -
TYPE: (D/DELIVER, W/WILL CALL) PROJECT:         ORDER STATUS:
ACCOUNT: ??????????                      ORDER AMT :
AUTHORIZED BY: ?????????????????????????????? ORDER DATE:
SHIP COMPLETE:    TRANSMITTED:              ORDER TIME:
REQUEST TYPE: ? (P/PURCHASE,Q/QUOTE ONLY)
CONTACT NAME : ?????????????????????????????? CONTACT PHONE: ???????????????
FOR FACILITIES: MATERIAL ORD NBR:    WORK ORD NBR:    CRAFT CODE:

LINE: 1 VENDOR:
      VENDOR STOCK NBR:
      MANUFACTURER:

QUANTITY: ??????? U/M: ???? OBJ CD:  UNIT PRICE:  0.00
DESC: ?????????????????????????????????????????????????????????????????????
COMMENT:

1=HELP   2=TRANSMIT  3=CATALOG  4=SHIP/COMMNT  5=CUST MENU  6=EMPL MENU
7=PREVPAGE 8=NEXTPAGE 9=PRINT   10=USMMENU   11=SYSTEMU   12=LOGOFF
(figure 4-2)
```

The following information is then typed into the specified fields (Figure 4-2):

- ACTION:** Type "A" to add a non-stock order and hit *ENTER*. (Hit *ENTER* a second time and red question markers will indicate the fields that are required).
- CODE:** "DNS" will already appear in this field.
- TYPE:** There are two non-stock order types. The first is "D" for delivery. If this option is selected, University Stores will deliver the order to the department. Select a "W" (Will Call) if you want to pick up the order

from University Stores. When it arrives the department will be contacted.  
**If a quote only is required, leave this space blank.**

**PROJECT:** This is an optional field. This is a numeric field used by departments to track project expenses.

**ACCOUNT NBR:** Enter the nine digit budget code or account number. Don't enter dashes.

**AUTHORIZED BY:** Enter the name of the professor or supervisor approving the order.

**SHIP COMPLETE:** If the entire order needs to be shipped complete, then select "Y". University Stores will hold the order until ALL requested items have arrived and then ship the order in complete status. The default setting is "N", which means that the items are shipped as received and any backorders will be released as they are received by University Stores. **If a quote only is requested, leave this space blank.**

**REQUEST TYPE:** Enter "P" to authorize the purchase of the requested item or "Q" to obtain a quote prior to the purchase. If you want a quote, University Stores will fax it to you as long as you provide a fax number on the comment line. Otherwise, all quotes will be given over the telephone to the contact person noted on the order. **For quotes only, leave "TYPE" and "SHIP COMPLETE" blank.**

**CONTACT NAME:** Name of the person placing the order.

**CONTACT PHONE:** Phone number for the person placing the order.

After the CONTACT PHONE number is entered use the *TAB* key and go to the VENDOR STOCK NBR field.

**DO NOT LOAD ANY INFORMATION INTO THE "VENDOR" FIELD!** This field is used by University Stores. A vendor may be suggested by typing the name in the comment field.

**VENDOR STOCK NBR:** Enter the vendor stock number at this point

**MANUFACTURER:** Enter the manufacturer of the item in this space.

**QUANTITY:** Enter the quantity of the item requested.

**U/M:** Type the Unit of Measure for the item. See Appendix I for a complete listing of acceptable Units of Measure.

**DESC:** Enter a complete description of the item including, size, color and

any information that would be needed to find and buy the product.

**COMMENT:** This is an optional field. For quotes that require a faxed response, enter the fax number here.

After the above information is provided, hit *ENTER*. You will now be prompted to enter Line 2 of the non-stock order. Repeat the above steps as needed for additional items.

Figure 4-3 shows an example of a non-stock order quote request. Note that the system has assigned an order number. Record this for future reference.

```

USMDNS                DEPARTMENTAL NON-STOCK REQUEST          09/17/97 13:47:40
END OF DATA          PF8 TO PAGE FWD
ACTION: V (V/VIEW,A/ADD,C/CHG,D/DEL)  CODE: DNS  ORDER NBR : 8009893 -
TYPE: (D/DELIVER, W/WILL CALL) PROJECT:  ORDER STATUS: INCOMPLETE
ACCOUNT: 192-41-9800 UNIV.STORE-OPERATION  ORDER AMT : 0.00
AUTHORIZED BY: B DIX  ORDER DATE: 09/17/1997
SHIP COMPLETE: TRANSMITTED:  ORDER TIME: 13:35:49
REQUEST TYPE: Q (P/PURCHASE,Q/QUOTE ONLY)
CONTACT NAME : C GRIFFON  CONTACT PHONE: ( ) 8-6380
FOR FACILITIES: MATERIAL ORD NBR:  WORK ORD NBR:  CRAFT CODE:

LINE: 1 VENDOR:
      VENDOR STOCK NBR: 12121-BL
      MANUFACTURER: HON

QUANTITY: 1  U/M: EA  OBJ CD:  UNIT PRICE: 0.00
DESC: HIGH BACK CHAIR - BLUE

COMMENT: FAX QUOTE TO 8886789

1=HELP 2=TRANSMIT 3=CATALOG 4=SHIP/COMMNT 5=CUST MENU 6=EMPL MENU
7=PREVPAGE 8=NEXTPAGE 9=PRINT 10=USMMENU 11=SYSMENU 12=LOGOFF

```

(Figure 4-3)

**Changing a Quote to a Request to Purchase.**

Once a quote has been received and the department wishes to place an order for the item, a new order must be keyed using the steps outlined in Section 4. Quotes cannot be converted to orders automatically. Go to the SHIP/COMMENT screen of the new order and reference the original quote number on the comment line.

**Shipping Instructions for Non-Stock Orders**

Once the non-stock order is complete, select *F4* to go to the "SHIP/COMMENT" screen. Enter "C" to change the information displayed and hit *ENTER*. **To insure accurate and timely delivery of the order, enter the department name, building name and room number.** Use the COMMENT area on this screen to communicate any special delivery requirements. After the proper delivery information and comments field is complete, hit *ENTER* and "CHANGE SUCCESSFUL" will appear in the upper left hand corner of the screen. From the "SHIP/COMMENT" screen select *F6* to return to the main screen of the order.

**Transmitting a Non-Stock Order**

To electronically transmit the order to University Stores select *F2*. **If this is not done, the order will remain in "pending" status and cannot be processed.**

## Section 5: Customer Order Tracking

From the University Stores Menu (USM) select F2. Type CST at the CUSTOMER MENU and hit *ENTER*. This brings the Customer Order Tracking Screen up (Figure 5-1).

```
USMCST                CUSTOMER ORDER TRACKING          09/18/97 13:44:18
END OF DATA
ACTION: V (V/VIEW)                CODE: CST
ACCOUNT:                          P ROJECT:
ORDER NBR : -                     TYPE: (C,D,W,E,O)    ORDER STATUS: (I,P,O,D,C)
BEGIN DATE:                       E ND DATE:          EMPL CODE:
FOR FACILITIES: MATERIAL ORD NBR:  WORK ORD NBR:      CRAFT CODE:

----- ORDER -----      EMPL      --- FACILITIES ---
SEL  NBR  TYP STAT  DATE  INIT  ACCOUNT  PROJECT  MAT ORD  WORK CRFT
---  ---  ---  ---  ---  ---  ---  ---  ---

1=HELP      2=          3=CATALOG  4=EMPL MENU  5=DEL STATUS  6=CUST MENU
7=PREVPAGE  8=NEXTPAGE  9=PRINT    10=USMMENU  11=SYSMENU   12=LOGOFF
                                         (Figure 5-1)
```

### Tracking an Order by Order Number

The following information is needed to tract an order by ORDER NUMBER. To do this, the order number must be known. Use your *TAB* key to navigate through the screen.

**ACTION:** The action is always "V" to view the order.  
**CODE:** Should read "CST".  
**ACCOUNT:** Leave blank.  
**ORDER NUMBER:** Type the order number in this space.  
**TYPE:** Leave blank.  
**ORDER STATUS:** Leave blank.  
**BEGIN DATE:** Leave blank.  
**END DATE:** Leave blank.  
**EMPLOYEE CODE:** Leave blank.

Hit *ENTER* and the summary order information will appear. *TAB* down the **SEL** field and type "S" to select and see detailed information about the order (Figure 5-2 and 5-3)

## APPENDIX I

CODE - DESCRIPTION	CODE - DESCRIPTION
BAG	BAG
BBL	BARREL
BTL	BOTTLE
BU	BUSHEL
BX	BOX
C	HUNDRED
CAN	CAN
CC	CUBIC CM
CM	CENTIMETER
COPY	COPY
CS	CASE
CTG	CARTRIDGE
CTN	CARTON
CTNR	CONTAINER
CUFT	CUBIC FEET
CUYD	CUBIC YARD
CWT	HUNDRED WT
DRUM	DRUM
DZ	DOZEN
EA	EACH
FT	FOOT
GAL	GALLON
GM	GRAM
GR	GROSS
IN	INCH
KG	KILOGRAM
KIT	KIT
L	LITER
LB.	POUND
LGTH	LENGTH
LOT	LOT
M	THOUSAND
MG	MILIGRAM
MI	MILE
ML	MILLILITER
MM	MILLIMETER
MMBT	1,000,000 BTUS
MTR	METER
OZ	OUNCE
PAD	PAD
PC	PIECE
PG	PAGE
PK	PACK
PR	PAIR
PT	PINT
QT	QUART
QTR	QUARTER
RK	RACK
RL	ROLL
RM	REAM
SET	SET
SHT	SHEET
SK	SACK
TON	TON
TRAY	TRAY
TUBE	TUBE
UG	MICROGRAM
UL	MICROLITER
UNIT	UNIT
VW	VIAL
YD	YARD

## APPENDIX II

- Incomplete** - Order will stay in *incomplete* status if the order is not transmitted or if the order is ship complete and all items are not available.
- Picked** - Order has been *picked* in the warehouse.
- On-Delivery** - Order is *on the delivery van* and will be delivered that day.
- Delivered** - Order has been *delivered* to department and signed for.
- Complete** - Order has been *billed* to department for the items received.