Garment Cheat Sheet

MOD2 Inc. • 3317 South Broadway Los Angeles, CA 90007 • Tel: (213) 747-8424 • Fax: (213) 747-9250 • Web: www.mod2.com • Email: support@mod2.com

1. Client

Client Definition:

F4 > F1 > Enter Client Name > Select Client Membership from the list (Normal Active Account, Salesperson, Supplier/Mill, Plant etc.) > Enter necessary fields for the Client > After fields are entered select "OK", or click on "DONE (Save)".

Client Display/Lookup:

F4 > F2 > Enter Client Name > Select Client to be displayed.

Client Modify:

F4 > F3 > Enter Client Name > Select Client > Press "Enter" for fields to be modified > Select "OK", or click on "DONE (Save)" after modification.

2. Inventory

Define Inventory:

F2 > F1 > Select Inventory Type "Garments" > Follow the steps below depending on which Packaging method you will choose. As of now Mod2 has 3 Methods:

2.1: Pre-Packed
Select Pre-pack from the list or Add New > Add Size Range > Click on "Save and Exit" after creating size ranges > Enter on size range to determine Pieces/Pack for each size > Click on "Accept" > Select Pre-pack > Select Family or press ESC > Enter Style # > Enter No. of Colors > Enter Colors > Select Division > Enter the fields needed for the Garment Style Info > Click on "DONE (Save)" or select "OK".

2.2: Individual Sizes
Select of Add Size Range > Click on "Save and Exit" after creating size ranges > Enter on size range to determine Pieces/Pack for each size > Click on "Accept" > Confirm Sizes to Add > Select Family or press ESC > Enter Style # > Enter No. of Colors > Enter Colors > Select Division > Enter the fields needed for the Garment Style Info > Click on "DONE (Save)" or select "OK".

2.3: Standalone
Select Family or press ESC > Enter Style # > Enter No. of Colors > Enter Colors > Select Division > Enter the fields needed for the Garment Style Info > Click on "DONE (Save)" or select "OK".

3. Garment Sales Order

Adding Sales Order:

F5 > F1 > Select Division > Model (Sample or Production) > Enter Sales Order # > Date > Purchaser > Ship-To-Address > Delivery Method > Cust P.O.# > Starting / Required By Date > Salesperson > Ship Via > Payment Terms > Approval Number > FOB (Destination City) > Enter STYLE Number > Select Color > Enter Selling Price > Enter Quantity > Enter Size breakdown > Enter Quantity Distribution and Confirm > Enter Line Reference No. (if needed) > If you need to enter multiple Style Numbers then type the next Style Number when DONE > Press ESC key > Check / Confirm Information then "PRESS ANY KEY TO CONTINUE" > Type "Y" to Accept (Save) Sales Order > Print, Select "Internal" for Warehouse or "Outgoing" for Customer > Select Copies to Print by pressing Spacebar (to TAG or UNTAG copies) > Type 4 lines of NOTES then press "IM DONE" button > Select Output Device (NETWORK PRINTER).

Display Sales Order:

F5 > F2 > Enter Sales Order Number or Customer P.O. Number > Press Enter to Select > (The 1st Screen shows) Sales Order Information > Select "Next Screen" (Shipment Details per Style Number) > Press "ENTER" to Proceed to the next screen (Screen shows the details of each Style Number and buttons like Details, Change, Reprint, etc.).

Modifying Sales Order:

Display the Sales Order (See above on How to display Sales Order) then select CHANGE button > Select a Field to Modify and press Enter key > Overwrite the INFO and press Enter key > Press ESC key when finished.

Open and Pending Sales Order:

F5 > F6 > (Screen shows all Open/Pending Sales Order with information like Style Numbers, Qty Ordered, Qty Ship, Approval Number, Supplier, & Packing List Number) You can also Display, Reprint, Change, Mark Complete, Fax & Email the Sales Order from this screen.

Most Recent Sales Order:

F5 > F8 > (Screen shows a list of all Sales Order in the system) You also can Display, Reprint, Change, Mark Complete, Fax & Email the Sales Order from this screen. You need to use the MOUSE key to access the MENU.

3a. Garment Sales Order/Auto Pack and Bill (Store Oriented)

Adding Sales Order:

F5 > F1 > Select Division > Model (Sample or Production) > Enter Sales Order # > Date > Purchaser > Ship-To-Address > Confirm Correct Details are selected above if they are click on OK > Enter STYLE Number > Select Color > Enter Selling Price > Enter Quantity > Enter Size breakdown > Enter Quantity Distribution and Confirm > Enter Line Reference No. (if needed) > If you need to enter multiple Style Numbers then type the next Style Number when DONE > Press ESC key > Check / Confirm Information then "PRESS ANY KEY TO CONTINUE" > Type "Y" to Accept (Save) Sales Order > Print, Select "Invoice" > Select Copies to Print by pressing Spacebar (to TAG or UNTAG copies) > Type 3 lines of MEMO then press "IM DONE" button > Select Output Device (NETWORK PRINTER).

4. Packing List

Add Packing List:

(**Note:** *Make sure the Sales Order was APPROVED before doing this step*)

Manual Packing:

F9 > F1 > Select Division > Model (Standard) > Enter Packing List Number > Date > Packed For > Select a Sales Order to Pack > Select a Ship-To-Location > Bill-of-Lading number > Cust P.O.# > Salesperson > Payment Terms > Ship Via > FOB (Destination City) > Freight > Set AUTO PACK to "No" (If Necessary) > Reminder Message Option press Enter to continue > Select a Line to Pack from Sales Order > Select a Receiving > Select ACCEPT > Enter the # of Pieces of the style from the Receiving to use on the Packing List > Select the Rolls (press Enter key to TAG or DEL key to UNTAG or INS key to TAG-ALL-ROLLS) > Press ESC key twice to exit or to select another receiving for additional rolls to be Tagged > Enter Quantity Distribution > Confirm Selling Price > Select the next line to pack (if more than one item) or Press ESC key when finished > Confirm Shipping Details and select "FINISH" if done > Check / Confirm Information then "PRESS ANY KEY TO CONTINUE" > Type "Y" to Accept (Save) Packing List > Confirmation on Marking

Sales Order Complete "Y" or "N" > Print, Select "Standard Packing Slip" > Select Copies to Print by pressing Spacebar (to TAG or UNTAG copies) > Type 2 lines of MEMO then press "IM DONE" button > Confirm Total Number of Boxes to Ship > Select Output Device (NETWORK PRINTER).

AUTO PACK:

F9 > F1 > Select Division > Model (Standard) > Enter Packing List Number > Date > Packed For > Select a Sales Order to Pack > Select a Ship-To-Location > Bill-of-Lading number > Cust P.O.# > Salesperson > Payment Terms > Ship Via > FOB (Destination City) > Freight > Set AUTO PACK to "Yes" > Reminder Message Option press Enter to continue > Select a Warehouse to Pack from Sales Order > If all items will be Packed choose "PACK ALL ITEMS AT 100%" > If all items at the warehouse will be packed check on "PACK EVERYTHING AT WAREHOUSE" > Click on "Edit Pack Quantity" (if needed) > Click on "AUTO PACK" and Accept > Press ESC > Confirm Shipping Details and select "FINISH" > Check / Confirm Information then "PRESS ANY KEY TO CONTINUE" > Type "Y" to Accept (Save) Packing List > Confirmation on Marking Sales Order Complete "Y" or "N" > Print, Select "Standard Packing Slip" > Select Copies to Print by pressing Spacebar (to TAG or UNTAG copies) > Type 2 lines of MEMO then press "IM DONE" button > Confirm Total Number of Boxes to Ship > Select Output Device (NETWORK PRINTER).

Display Packing List:

F9 > F2 > Enter Packing List Number > Press Enter to Select > (On the 1st Screen shows) Packing List information > Select "Next Screen" (Details per Style Number) > Press "ENTER" to Proceed to the next screen (Screen shows the details of each Style Number and buttons like Details, Change, Reprint, etc.)

Modify Packing List:

Display the Packing List (See above on How to display Packing List) then select CHANGE button > Select a Field to Modify and press Enter key > Overwrite the INFO and press Enter key > Press ESC key when finished.

Open and Pending Packing List:

F9 > F6 > (Screen shows all Open/Pending Packing List with information like Purchaser, Rolls Packed, QTY-Ship, etc.) You can also Display, Reprint, Change, Fax & Email the Packing List from this screen.

Most Recent Packing List:

F9 > F8 > (Screen shows a list of all Packing List in the system) You can also Display, Reprint, Change, Fax & Email the Packing List from this screen. You need to use the MOUSE key to access the MENU.

5. Sales Invoice

Adding Sales Invoice:

F1 > F1 > Select Division > Model (Non-Factor or Factored) > Enter Invoice Number > Invoice Numbering Option (Type "YES" to Confirm) > Date > Select Packing List to be Billed > Cust P.O.# > Salesperson > Approval Number > Payment Terms > FOB (Destination City) > Release Number (If Necessary) > Freight > Check / Confirm Information then press Enter key to continue > Type "Y" to Accept (Save) Sales Invoice > Print, Select "Invoice" > Select Copies to Print by pressing Spacebar (to TAG or UNTAG copies) > Type 3 lines of MEMO then press "IM DONE" button > Select Output Device (NETWORK PRINTER).

Display Sales Invoice:

F1 > F2 > Enter Sales Invoice Number > Press Enter to Select > (On the 1st Screen shows) Sales Invoice information > Press Enter key to proceed to the next screen (Screen shows the details of each Style Number and

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buttons like Details, Change, Reprint, etc.).

Modify Sales Invoice:

Display the Sales Invoice (See above on How to display Sales Invoice) then select CHANGE button > Select a Field to Modify and press Enter key > Overwrite the INFO and press Enter key > Press ESC key when finished.

Most Recent Sales:

F1 > F8 > (Screen shows a list of all Sales Invoice in the system) You can also Display, Reprint, Change, Fax & Email the Sales Invoice from this screen. You need to use the MOUSE key to access the MENU.

6. Garment Purchase Contract

Adding Purchase Contract:

F7 > F2 > F1 > Select Division > Select Contract Type " Customer Sales Order or Stock" > Select a Sales Order to use > Model (Import or Domestic) > Enter Number > Enter Date > Supplier > Select Deliver to Location > Select Order Status > Ship Via > Select Agent > Agents Commission Rate > XCO Date > Supplier Cancel Date > Country of Origin > Transit Time (Needs to include the days clearing from the PORT AREA) > Payment Terms > L/C Numbers (if none put "0" zero) > Destination > Shipment Method (FOB, CIF, etc.) > Read pop-up messages then press "OK" > Confirm Quantities and Prices by pressing ENTER key (to TAG or UNTAG items press SPACEBAR key) then press ESC key > (if you have more ITEMS to order to the same Supplier Enter STYLE Number > Select Color > Enter Buying Price > Enter Quantity > If you need to enter multiple Style Numbers then type the next Style Number when DONE > Press ESC key > Check / Confirm Information then "PRESS ANY KEY TO CONTINUE" > Type "Y" to Accept (Save) Purchase Contract > Select Sales Order/s to Carve (Link) > Proceed Carve Operation? "YES" > Confirm "Yes" or "No" to Carve another Sales Order > Enter LabDip Number or Vendor ID Number by selecting the Style Number (if the Numbers are not listed press ESC key and type accordingly when finished select the "Press Enter Here to Accept and Save" button > Print Purchase Contract [Landscape] Format > Enter 6 lines of Notes then press "I'm DONE" button > Enter 6 lines of Shipping Mark Notes > Select Type of Order > Select Copies to Print by pressing Spacebar (to TAG or UNTAG copies) > Select Items List (Legal Info or Shipping Mark or Roll Marking Info) then press ENTER key > Select Output Device (NETWORK PRINTER).

Display Purchase Contract:

F7 > F2 > F2 > Enter Purchase Contract Number or Receiving Lot Number > Press Enter to Select > (The 1st Screen shows) Purchase Contract information > Select "Next Screen" (Receiving against Contract - details per Style Number) > Press "ENTER" to Proceed to the next screen (Screen shows the details of each Style Number and buttons like Details, Change, Reprint, etc.).

Modifying Purchase Contract:

Display the Purchase Contract (See above on How to display Purchase Contract) then select CHANGE button > Select a Field to Modify and press Enter key > Overwrite the INFO and press Enter key > Press ESC key when finished.

Open and Pending Purchase Contract:

F7 > F2 > F6 > (Screen shows all Open/Pending Purchase Contract with information like Supplier, XCO Date, ETD, ETA, In-House Date, QTY Order, QTY Received, Style Number, etc.) You can also Display, Reprint, Change, Mark Complete, Fax & Email the Purchase Contract from this screen.

Most Recent Purchase Contract:

F7 > F2 > F8 > (Screen shows a list of all Purchase Contract in the system) You can also Display, Reprint, Change, Mark Complete, Fax & Email the Purchase Contract from this screen. You need to use the MOUSE key to access the MENU.

7. Shipping Advise

Adding Shipping Advise:

F7 > F4 > F7 > F1 > Select Shipping Advise Model (Standard [Boat], Air, or Priority) > Enter Date > Select Shipping Advise Type (P/Contract or Process) > Select a Purchase Contract > Enter Reference Number > Ship Via > ETD & ETA > Vessel / Carrier > Bill-of-Lading Number > Custom Broker > Select an item for the Shipping Advise > Enter the Incoming Quantity > Select another item for multiple shipments > Press ESC key when finished > Check / Confirm Information then "PRESS ANY KEY TO CONTINUE" > Type "Y" to Accept (Save) Shipping Advise > Print, Select "Shipping Advise" > Type 4 lines of MEMO then press "IM DONE" button > Select Output Device (NETWORK PRINTER).

Display Shipping Advise:

F7 > F4 > F7 > F2 > Enter Shipping Advise Number > Press Enter to Select > (On the 1st Screen shows) Shipping Advise information > Press Any Key to Continue (Screen shows the details of each Style Number and buttons like Details, Change, Reprint, etc.).

Modifying Shipping Advise:

Display the Shipping Advise (See above on How to display Shipping Advise) then select CHANGE button > Type the Item Number of the field you wish to modify and press Enter key > Overwrite the INFO and press Enter key > To change the contents (Style Number, Color Name, Qty) Enter Negative One (-1) and press Enter key > Enter Style Number to Add or Press HOME key for Edit Mode > Select Line to Edit > Press Enter key to change QTY > Press ESC key when finished.

Most Recent Shipping Advise:

F7 > F4 > F7 > F8 > (Screen shows a list of all Shipping Advise in the system) You can also Display, Reprint, Change, Fax & Email the Shipping Advise from this screen. You need to use the MOUSE key to access the MENU.

8. Receiving

Add Receiving:

F7 > F4 > F1 > Select Receiving Model (Detailed, From a Process or Return Detailed) > Enter Receiving Number > Date > Select Purchase Contract to Receive > Select Ship Via > Select Warehouse > Select Manual > Select an Item to Receive > Press Enter key for Box Number then Lot Number, Roll Number and Qty > Press ESC key twice once finished entering the rolls info. > Confirm buying price > Select the next item to receive (if more than one item) or Press "Save Draft" button to continue receiving next time or Press ESC key when finished > Check / Confirm Information then "PRESS ANY KEY TO CONTINUE" > Type "Y" to Accept (Save) Receiving > Confirmation on Marking Purchase Contract Complete "Y" or "N" > Print, Select "Receiving" > Type 3 lines of MEMO then press "IM DONE" button > Select Output Device (NETWORK PRINTER).

Display Receiving:

F7 > F4 > F2 > Enter Receiving Number or Receiving Lot Number > Press Enter to Select > (On the 1st Screen shows) Receiving information > Select "Next Screen" (Screen shows the details of each Style Number and buttons like Details, Change, Reprint, etc.).

Modify Receiving:

Display the Receiving (See above on How to display Receiving) then select CHANGE button > Select a Field to Modify and press Enter key > Overwrite the INFO and press Enter key > Press ESC key when finished.

Open and Pending Return Detailed:

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F7 > F4 > F6 > (Screen shows all Open/Pending Return Detailed with information like Returned-By, Packing List Number, Invoice Number, QTY-Return, etc.) You can also Display, Reprint, Change, Mark Complete, Fax & Email the Purchase Contract from this screen.

Most Recent Receiving:

F7 > F4 > F8 > (Screen shows a list of all Receiving in the system) You can also Display, Reprint, Change, Fax & Email the Receiving from this screen. You need to use the MOUSE key to access the MENU.