The MOD2 Link

MOD2 INC.

Frequently Asked Questions

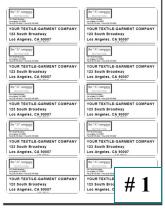## MOD2's Questions and Answers

Q₁: **What are the forms and stickers that I can use in MOD2 on the FORMS option under the Client account display?**

A₁: These are the forms and stickers that you can use in the FORMS option:
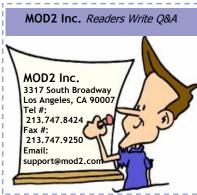
1. *Client Address Labels*
   This is a sticker format where you can print sticker(s) of your client's company name and address using Avery #5163 sheets.
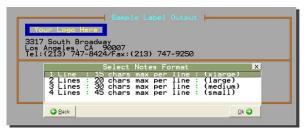

1

2. *Customizable Blank Labels*
   This is the same sticker format as the *Client Address Labels*, but instead of having your client's company name and address on the sticker, you can type in a customized text that you want.

2

Format number 1

3. *Text Labels*
   This option will print a plain text label of the client.
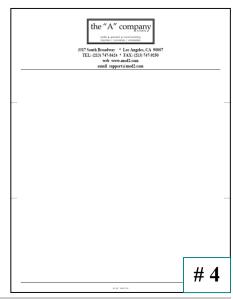
4. *Blank Letterhead*
   This is a form where you can print a blank letterhead of your company.

5. *Envelope*
   You can customize the information on the envelope that you want to print in this option.

5

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6. *Resale Certificate*
    This form is a General Resale Certificate that you can use to officially state that your client is certified to resell your items in the form of tangible personal property in the regular course of their business operations.

 # 6

7. *Master Purchase Agreement (MPA)*
    This form is a Master Purchase Agreement & Buyer Guaranty that will protect your company just in case your client does not pay you and also states there the rules and regulations if you need to take your client to court.

 # 7

8. *Logo Stickers*
    This sticker will print your company's logo, address, phone and fax numbers, website, and email address.

 # 8

9. *Business Cards*
    You can use this form to create your business card using Avery #5371 sheets.
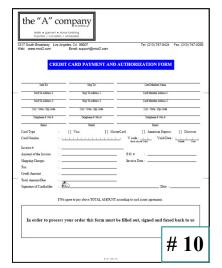
10. *Credit Card Payment Form*
    This form is a Credit Card Payment and Authorization Form where it is used to document your clients' payment in using a credit card to pay their invoice(s) and at the same time, authorizes your company to charge their credit card of the amount on their invoice.

 # 9

11. *Credit Information Request*
    This form is a Credit Information Request wherein you can use this form to request their credit information and references in a document form.

12. *Wire Transfer Form*
    This is a Wire Transfer Form wherein you can use this to document your client's wire transfer as their payment method to your company.
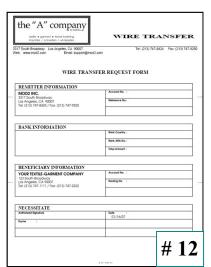

 # 10

 # 11

 # 12

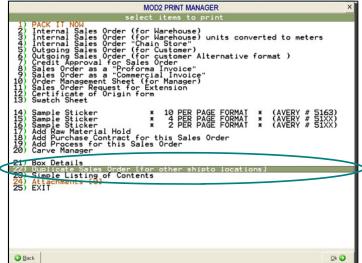**Q₂:** **What does "carving an order" mean in MOD2?**

A₂: "Carving an order" is a process of associating a customer sales order to a supplier purchase contract or vice versa. For example, one of your customer wants to buy an item from you but you don't keep a stock of that item, and you only buy that item from your supplier once there is an order for it. So once you make a purchase contract to your supplier for that item, you have to *carve* that purchase contract to your customer sales order to reserve it. By doing the this, MOD2 will prevent that or-dered item from showing up as OTS (open-to-sell) on the Inventory Display Screen. You can also carve a sales order on a line item level. Example, line item 1 can be carved from purchase contract A, item 2 can be carved from stock, item 3 can be carved from purchase contract B.

S/O # UL925	CARVE MANAGER	Han Dynasty Textiles

Date : 11/28/06   Qty Ordered : 10
Req By : 11/29/06   Qty Carved : 0
Status : **Open & Pending**   Qty Shipped : 0

CARVE MANAGER FOR SALES ORDER # UL925

STYLE#	COLOR	QTY ORD	CARVED	TYP	NUMBER	SUPPLIER	
DAHNY	YELLOW	10	10	STK			

Carve Against What?
1) DO NOT CARVE
2) PURCHASE CONTRACT
3) PROCESS

🟢 Back   Ok 🟢

> This is a sample screen shot where you can carve an open sales order to a purchase contract or a process.

Q₃: **We are doing business with a customer that has multiple ship-to locations. They ordered goods from us for one ship-to address and asked us to duplicate that order and distribute it to several ship-to locations that they have. Do we have to enter the same sales order again? Is there an easy way we could do this in MOD2?**

A₃: Yes, there is an easy way where you do not need to enter the same order over and over again. You can go to the Reprint option menu of your sales order, then choose the option **Duplicate Sales Order**. Once you choose this option, MOD2 will ask you to check those ship-to addresses that you want to duplicate the order, then

MOD2 PRINT MANAGER   ×
select items to print
1) PACK IT NOW
2) Internal Sales Order (for Warehouse)
3) Internal Sales Order (for Warehouse) units converted to meters
4) Internal Sales Order "Chain Store"
5) Outgoing Sales Order (for Customer)
6) Outgoing Sales Order (for customer Alternative format)
7) Credit Approval for Sales Order
8) Sales Order as a "Proforma Invoice"
9) Sales Order as a "Commercial Invoice"
10) Order Management Sheet (for Manager)
11) Sales Order Request for Extension
12) Certificate of Origin form
13) Swatch Sheet

14) Sample Sticker   × 10 PER PAGE FORMAT × (AVERY # 5163)
15) Sample Sticker   ×   4 PER PAGE FORMAT × (AVERY # 51XX)
16) Sample Sticker   ×   2 PER PAGE FORMAT × (AVERY # 51XX)
17) Add Raw Material Hold
18) Add Purchase Contract for this Sales Order
19) Add Process for this Sales Order
20) Carve Manager
21) Box Details
22) Duplicate Sales Order [for other shipto locations]
23) Simple Listing of Contents
24) Attachments [0]
25) EXIT

🟢 Back   Ok 🟢

MOD2 will automatically create the same order for the other ship-to's that you selected for your customer.

Q₄: **Referring to Q3, what will be the Sales Order numbers for those duplicated orders? How would I know which one is which?**

A₄: Since MOD2 generates unique sequence numbers, the sales order numbers for the duplicate orders will be the same as the original sales order **PLUS** your ship-to's account code at the end of the number. For example, if your original sales order # is M1000, the others will have the sales order # M1000-(plus the ship-to's account code).

Q₅: **On the Client Display Screen, there is an option there called Factor-Codes. What is that option used for?**

A₅: The Factor-Code is used to store multiple factor assigned account code of your customers. You may have customers that has an account on factors such as CIT, GMAC, and First Capital and so

FACTOR CODE EDITOR [YOUR TEXTILE-GARMENT COMPANY] ×
to EDIT/DELETE, press ENTER◄┘ on that line
GMAC COMMERCIAL FINANCE   ad-9875er-963
Cit   546298-8746
Heller Financial   2135486-5456
─▶ ADD NEW FACTOR & CLIENT CODE

🟢 Back   Ok 🟢

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you could use this option to store factor specified client codes in your MOD2 system. This is used when you bill a factored invoice to a customer. The factor will assign an account code for your customer and you can use the Factor-Code option to save the code in MOD2. So whenever you bill that customer with the factored invoice, the code will be printed on the invoice for the factor's reference.

> Client Code:
> 54987-wr5468-78
> This invoice is assigned to, o
> G M A C COMM
> P.O. BOX 848281 D/

The bottom picture is a part of an invoice where it displays the client code for the factor.

Q6: **What are the factors that MOD2 supports for electronic assignment?**

A6: MOD2 currently supports *GMAC, CIT, and First Capital*. Note: you can only use the Electronic assignment if you have licensed it.
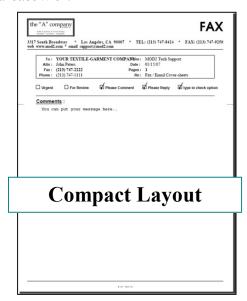
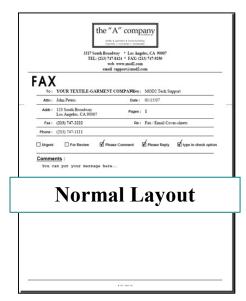**Q7:** **What factors does MOD2 print the sticker for?**

A7: MOD2 can print factor stickers for *CIT, Hana Financial, GMAC, Finova, Capital Factors, HSBC, Rosenthal, Finance One, GE Capital, Suntrust, Prime, Bank of America, IDB, Continental, Sterling, DCD, Commodore, FTC, Commercial Capital, Goodman, Sigma, First Capital, Wells Fargo, and General Business Credit* **

Note: Some of the above factors might not necessarily be in business. Some of them have been consolidated into others over the years.

Q8: **We want to send a document with an attached cover-sheet to one of our customer. Can we make a cover-sheet in MOD2?**

A8: Yes of course. You can either go to **Client > Display >** *type in the client name >* **Fax-cover**, or just go to **Client > Cover-sheet > Single Cover-sheet**. Either way will do. The cover-sheet in MOD2 can be used for sending faxes, emails, memos, order status, shipment notice, new samples, open orders, outstanding invoices, damage claim, quote, or anything you want it for. We recommend to our clients to use this feature a lot as it serves as a central place to store correspondence with companies you transact with.

Compact Layout

Normal Layout

Note: When creating cover-sheets, MOD2 saves your work in the system. So whenever you want to use or modify that cover-sheet in the future, you can. It also has a Revision History to track down the changes that were made on that document.
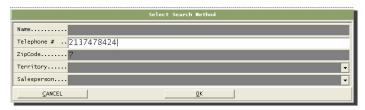
Q9: Let's say, our company is moving to a new office and we want our customers to know our new office address. Can we send a fax or email to all of our customer with using only one cover-sheet?

A9: Yes you can. On the Cover-sheet menu, instead of choosing the Single Cover-sheet, choose the Mass Cover-sheet. You can either send this as a fax, email, or even print it.

Q10: How can I look-up a client account if I have forgotten their company name but I know their phone number?

A10: On the Client > Display, just type in the phone number of your client on the TELEPHONE # text box and it will bring up the client account that you want. You could also look-up clients by their **Zip codes, Territory, and Salesperson.** You can even type in a partial phone # like 212 and the system will show you all clients in NY.
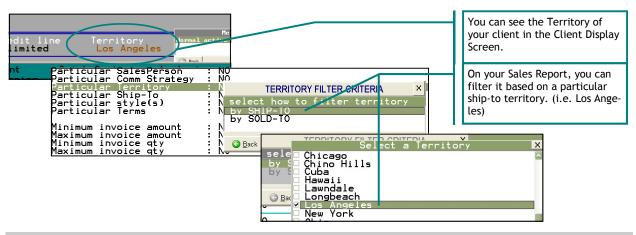

Q11: What is the Territory field on the Client Display Screen for? Where is it used? How do you recommend us to use the Territory?

A11: The **Territory** field is where you can define territories (i.e. California, New York, China, Korea, Los Angeles) and group your clients on which territory they belong to.

At all points in time, you always want to know where you are shipping your goods. For example: You are selling goods to a customer in California. Their bill to address is in CA but their ship-to address is in New York. For city tax purposes, you need to know to what territory you are shipping the goods. There is a report in MOD2, if you setup the territories for each customer, where it can tell you where you are shipping the goods. We recommend that you setup your territories for every state that you are shipping it to, have a general category for out-of-state, and then depending on where your company is located. You should also have your city and outside your city. Because when you setup your territories, you need to know what you are selling in your city. So if you are selling goods, lets say in Los Angeles, at the end of the year, you will know what goods you sold inside LA and goods that you sold outside LA. That is why you should always have your city, outside your city, and you the other states defined in your Territory field.

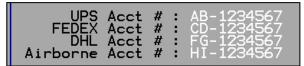**Note:** On the Sales Report, you also have an option to select territory based on where you "sold" or where you "shipped".
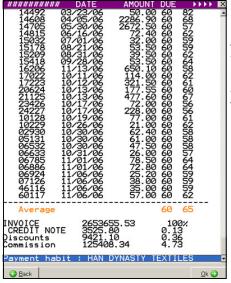

You can see the Territory of your client in the Client Display Screen.

On your Sales Report, you can filter it based on a particular ship-to territory. (i.e. Los Angeles)

Q₁₂: **On the Client display screen, what does the UPS, Fedex, DHL, and Airborne Account means and why do I need to fill up these information for my clients' account?**

A₁₂: It is a reference point that, in case you want to lookup a customer and see their UPS acct #, Fedex acct #, DHL acct #, or Airborne acct #, you could use it to send your customers' samples or swatches. The other part is, if you do a delivery receipt from MOD2 and you ship the goods with UPS that the goods were not prepaid, MOD2 is smart enough to write the UPS account number on your forms and same thing with the other account numbers.

```
        UPS Acct # : AB-1234567
      FEDEX Acct # : CD-1234567
        DHL Acct # : FG-1234567
   Airborne Acct # : HI-1234567
```


Q₁₃: **What is Habit option on the Client display screen?**

A₁₃: Habit tells you how long each invoice the customer is taking to pay. For example, you have an invoice and then they paid late. MOD2 will then calculate how long it takes on the average for them to pay you. **Note:** Get your customers to pay you on time.

Q₁₄: **I have a customer that I provide my own company terms? How can I make sure that my customers' credit limit does not go beyond? And what if part of the customer's balance is factored? That means I sell to them both using house credit and factored.**

A₁₄: For the factor portion, you do not have to worry because it's the factor that is taking the risk. So it wouldn't be considered as part of the House Receivables. For your house receivables, MOD2 has a credit limit that you can set. So for example, you can set your customer's credit limit to $25,000 and if the customer's credit limit goes above that amount, when you want to add a new packing list or an invoice, the system will warn you that you are going over your limit. And that's where we use the term Not-secured Credit Limit because it's the part that you're carrying yourself.

Note: Factored invoices are considered part of secured balances. They do not count as part of non-secured balances.

Credit Line or Credit Limit is found on the bottom part of the Client Display Screen.

You can set in MOD2 of what action to take once your client balance goes over their credit limit.