

Order Entry

Getting Started Guide

VP Buildings, Inc.

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If you have any problems after using this guide, please contact Software Support by email at software@vp.com or by phone at 877.874.3579.

Order Entry Introduction:

VP Builders can now begin using the new VP Order Entry system. The new system, which will replace the current VP Builder web (www.vpbuilder.com), will allow VP Builders to place orders quickly and securely over the Internet. Further, designed to take advantage of the latest technology advancements, the new system will provide Builders with improved features including:

- *View and approve order changes and job adds via the Internet (future release)*
- *Quickly check job schedule and status on-line (future release)*
- *Automatic program updates via the Internet*
- *Single log-on identity for VP and XpresSteel*

This release of the new Order Entry system is the first step toward upgrading VP's business systems, a transition process which will occur during the next several months. During the transition, VP will run both the current system and the new Order Entry program. We encourage all VP Builders to begin using the new system now for all future projects. While some of the new features of the Order Entry system are still in development, the system is ready for Builder use.

To begin using the new Order Entry system, you must first load some new software on your computer. The VP Command 5.2 update disc has all the necessary software for the new Order Entry system. Also, the disc has the Microsoft ® .NET program that allows your computer to receive program updates on-line. To load all of the new programs, insert the disc into your computer and follow the step-by-step instructions.

Once the new system has been loaded on your computer, users will need to register on the system with an email address and password. If you have already registered as an XpresSteel user, you will not need re-register, your XpresSteel log-in and password will give you access to the new Order Entry system. Enclosed with this mailing is a document which explains the registration process. Also, the new Order Entry system is supported with on-line help screens.

For registered VP Command Builders, a VP Command update disc including the new Order Entry system has been sent with this mailing. We encourage all VP Command Builders to load this new software immediately. If you have questions or need assistance loading or using the new Order Entry system, please contact our software support at software@vp.com or call (877) 874-3579.

Registering and Accessing the Order Entry System

*Note: If you or your company has a 3rd party firewall, you will need to ALLOW VUpdate and VP Business Tracking System to get through for the automatic updates in Order Entry to work. Your program will pop up a message saying that these Applications want access to the internet and give you a choice to either **Block or Grant** access to the Internet. Both need to be allowed in order to run Order Entry and to get the updates for OE and VPC.*

If by chance you already said Block, you can open the application and give them access to the internet and this will fix the problem. [Contact the Software Support Group \(877.874.3579\)](mailto:software@vp.com) if you have any questions

How-to Intent: These instructions will assist you in registering for the Order Entry system to allow you to begin transferring and receiving files.



If you have any problems after following these instructions, please contact Software Support by email at software@vp.com or by phone at 877.874.3579.

1. After installing VPCCommand, you will have an **Order Entry System** icon placed on your desktop.
2. Double-click on **Icon** to begin registration for web.

Login to Order Entry System

Email

Your email address is used as your login name. Please use a valid email address, since you will receive automated information.
Email: example@vp.com

Password

3. Click **Register** at bottom of screen.
Note: You will complete the Email and Password at the Register (next) screen.

4. Fill in all fields with the correct information. Note:
 - Your password, must be at least six characters and *at least one* of the following: **upper case letter, lower case letter, and at least one**

Register

Complete all fields that are in **bold**.

Logon Information

Email

Your email address is used as your login name. Please use a valid email address, since you will receive automated information. Email: example@vp.com

Password **Builder Number**

Verify Password **Pin Number**

Personal Information

First Name **Title**

Middle Name **Salutation**

Last Name **Initials**

Nick Name

Contact Information

Office Phone Home Phone

Cell Phone Fax

Phone: 001-555-1238000

General Information

Company Preferred Currency

Service Center Unit of Measure

Engineering Team Preferred Language

Preferred Contact Method

- **number.**
- The **IDD –International Prefix Code (001 for United States, 00 for Mexico, 011 for Canada)**, must be input as part of the phone numbers.

5. Click on **OK**.
6. You will see confirmation of your entry. You will be returned to the **Login to Order Entry Screen**.

Login to Order Entry System

Email

Your email address is used as your login name. Please use a valid email address, since you will receive automated information. Email: example@vp.com

Password

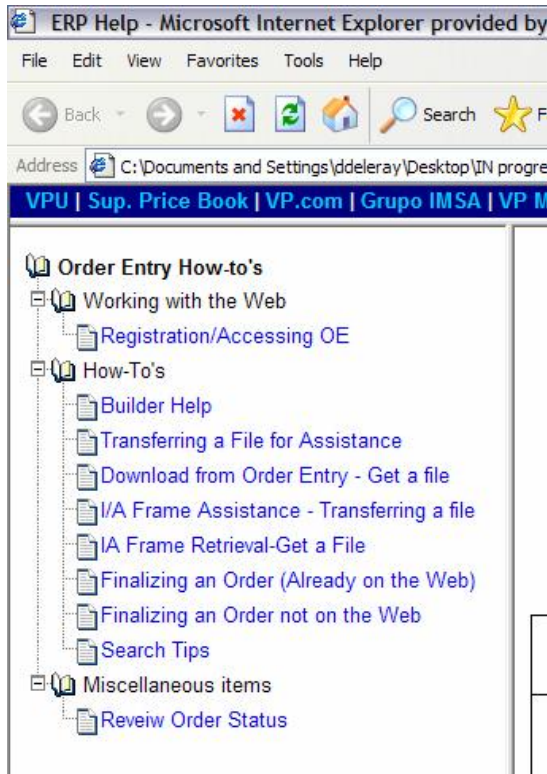
7. Enter your **Email** and **Password**. You will enter this once a day. After midnight central time, this information will be reset and you will need enter your **login** and **password** next time you access the Order Entry System..
 - Note: If you forget your password, enter your email address and click on the **Forgot your password?** button. An email will be sent to you and to the Software Support Group with your information.

Order Entry – Help Screens

How-to Intent: These instructions will instruct you where to go online to access additional Help on various procedures. If you need further assistance, please contact our **Software Support Group** by phone at 877.874.3579, or by email at software@vp.com.



1. From the **Order Entry System** menu, click on **Help / Online Help**.



2. The left hand side of the window will display a **Tree** with the Help topic headings. If you click on the plus sign (+), the tree expands and you will see the available help subjects. Clicking on a topic will display it in the right side pane.

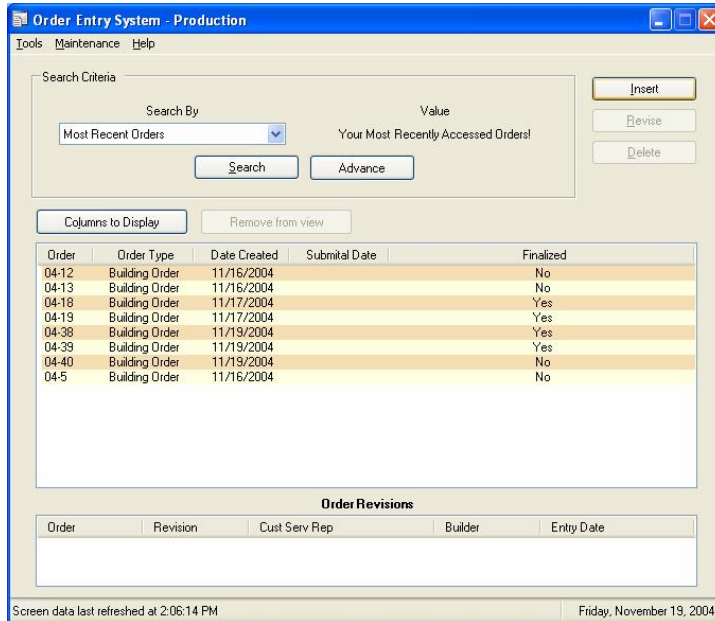
3. The **Blue** menu bar displays links, such as the VPUiversity site (see below), the Supplemental Price book, and various related websites.



4. This is the VP University website where you can access items such as VPCommand Lessons and Tips, Product Seminar material, upcoming training classes, and allows you enroll for classes.

Requesting Assistance – Transferring a File

How-To Intent: These instructions will show you how to transfer a file (VPCommand or other) to the web to receive assistance from VP personnel. You may wish to transfer files for help on unpriced items, input assistance, or similar reasons. Always contact your VP Service Center support team after file has been transferred.



1. Click on **Insert**



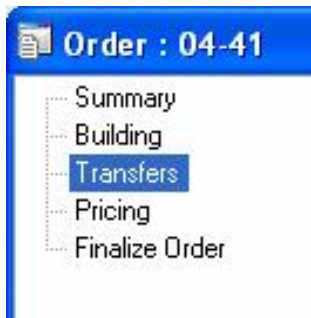
2. Choose **Order Type** and revise information if necessary.

3. Click **OK**

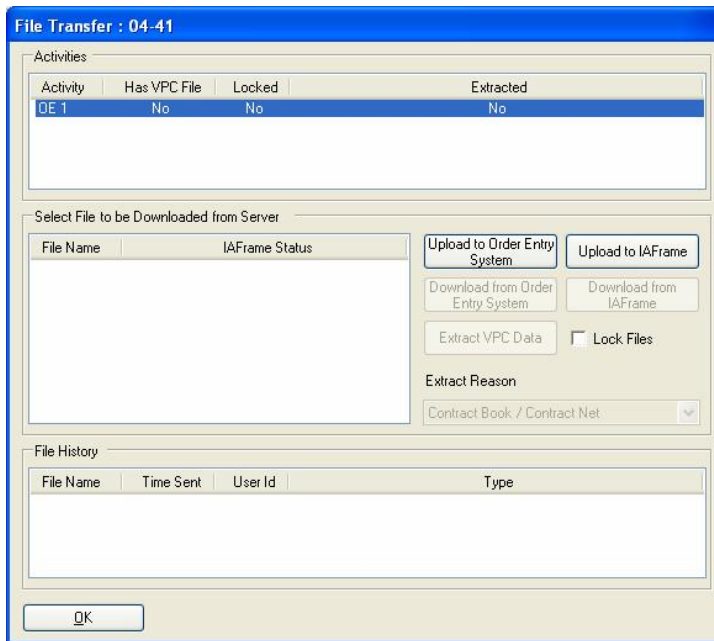


4. An **Order Number Information** window will appear for verification. This number will be used for a Reference / Job Number.

5. Click on **OK**. A "Tree" will be displayed.

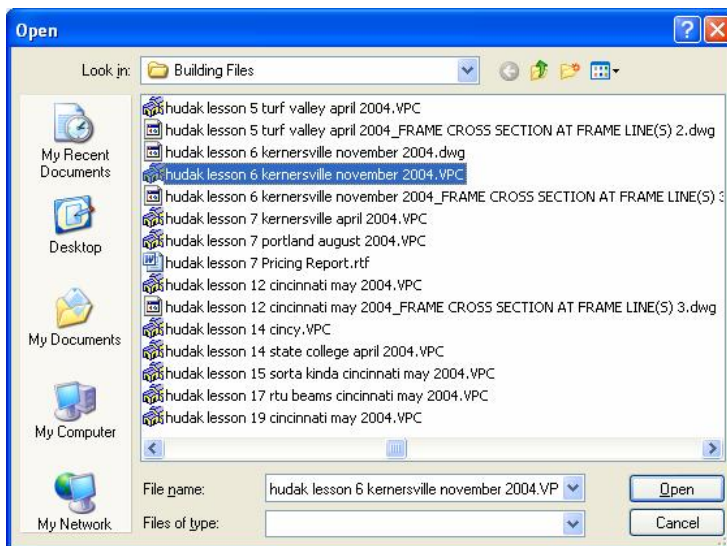


6. To begin the file transfer process, *double-click* on *Transfers*.

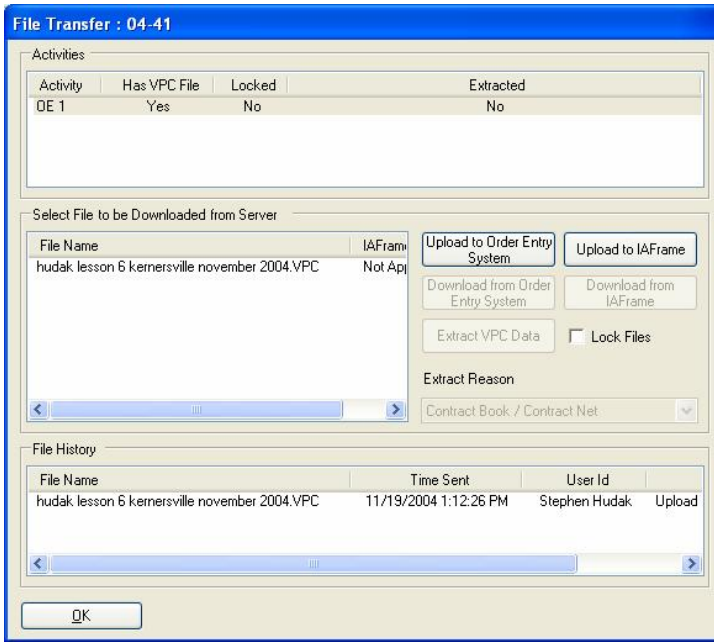


7. At the *Activities* field, Select **OE 1** to proceed to selecting the desired file for transfer.

8. Click on the **Upload to Order Entry System** button



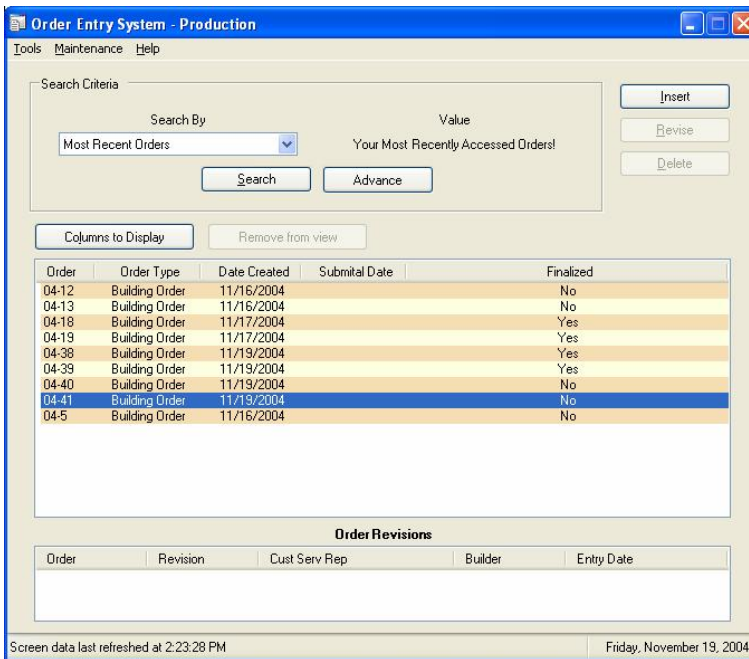
9. *Double-click* the file you wish to send from the *Building Files* folder. This will return you to the *File Transfer* window listing the file you selected.



10. Note: You may only send one VP Command file at a time per Reference / Job Number, but you may add additional file types (MS Word documents, drawing files, Excel, etc.) with this same number. To do this repeat steps 7 through 9 for each desired file. Click on **OK** to close this window.
11. The File History section will now list the file indicating that it has been uploaded to the VP server. Click on **OK** to close the window.



12. Click the **"X"** at the upper right-hand corner to close the *Order Number* window.

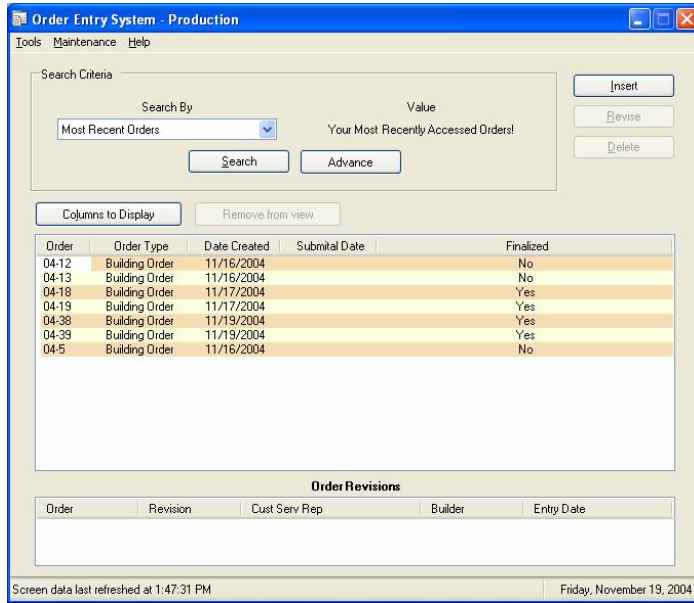


13. From the Menu, Click on **Tools / Exit** or Click on the **"X"** at the upper right-hand corner to close the *Order System* window.

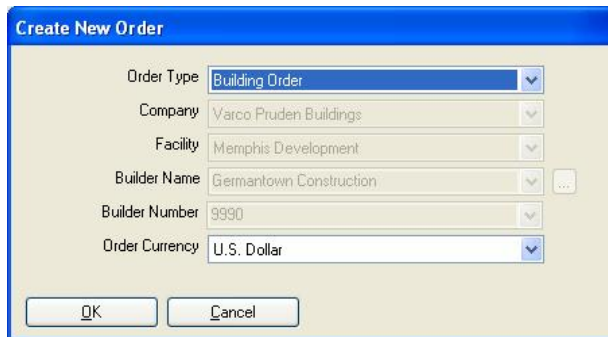
I/A (Interactive) Frame Assistance – Transferring a File

How-To Intent: These instructions will help you to transfer a VPCommand file to the web to receive Interactive Frame Design assistance.

Revision 1, December 3, 2004

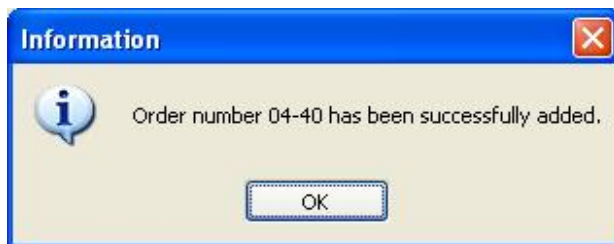


1. Click on **Insert**



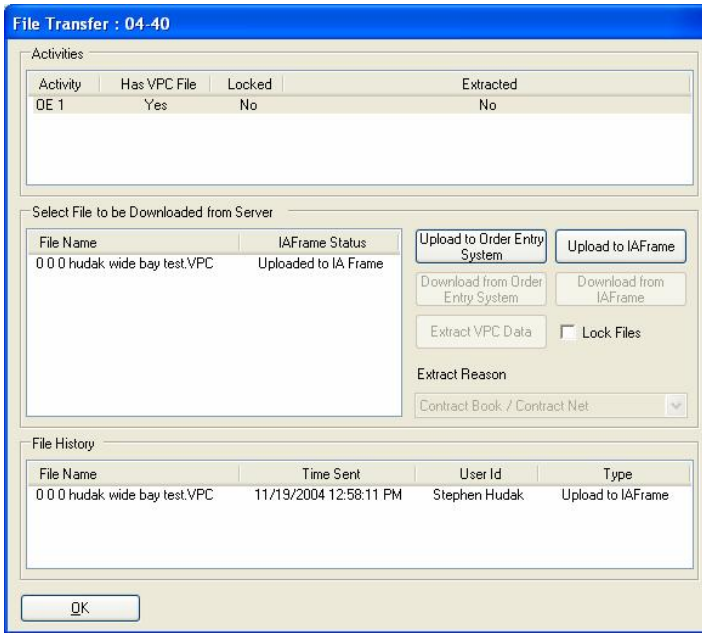
2. Choose **Order Type**.
Confirm and modify information as necessary.

3. Click **OK**



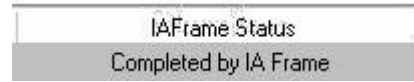
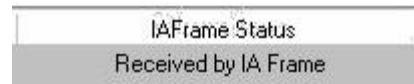
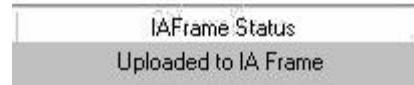
4. An **Order Number Information** will appear for verification. This number will be used for a Reference / Job Number.

5. Click on **OK**. An **Order Number** window will be displayed.



been **uploaded for IAFrame assistance.**

The **IA Frame Status** at the **Select File to be Downloaded from Server** section will change to inform you when your frame design has been **completed**. You may **Download from Order Entry System** at that time.



10. Click on the **“X”** at the upper right-hand corner to close the *Order* window.

11. From the Menu, Click on **Tools/ /Exit** or Click on the **“X”** at the upper right-hand corner to close the *Order System* window.

Order Entry System - Production

Tools Maintenance Help

Search Criteria

Search By: Most Recent Orders Value: Your Most Recently Accessed Orders

Buttons: Search, Advance, Insert, Revise, Delete

Columns to Display: Remove from view

Order	Order Type	Date Created	Submittal Date	Finalized
04-12	Building Order	11/16/2004		No
04-13	Building Order	11/16/2004		No
04-18	Building Order	11/17/2004		Yes
04-19	Building Order	11/17/2004		Yes
04-38	Building Order	11/19/2004		Yes
04-39	Building Order	11/19/2004		Yes
04-40	Building Order	11/19/2004		No
04-5	Building Order	11/16/2004		No

Order Revisions

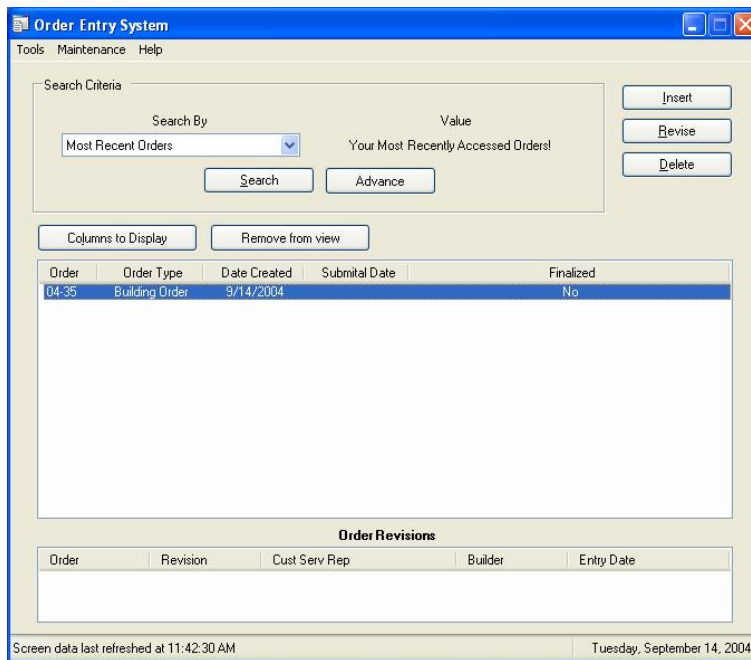
Order	Revision	Cust Serv Rep	Builder	Entry Date

Screen data last refreshed at 2:03:13 PM Friday, November 19, 2004

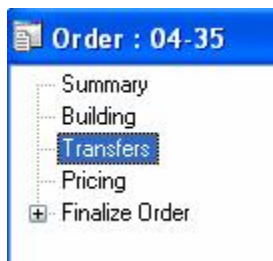
IA (Interactive) Frame Retrieval – Get a File

How-To Intent: These instruction will aid you in retrieving a file after Interactive Frame is complete:

Revision 1, December 3, 2004

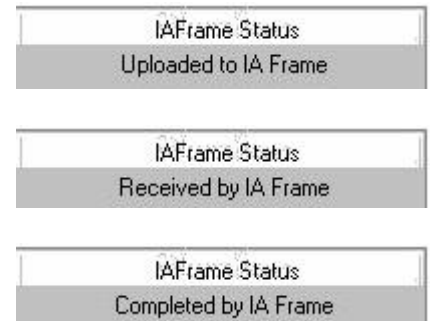
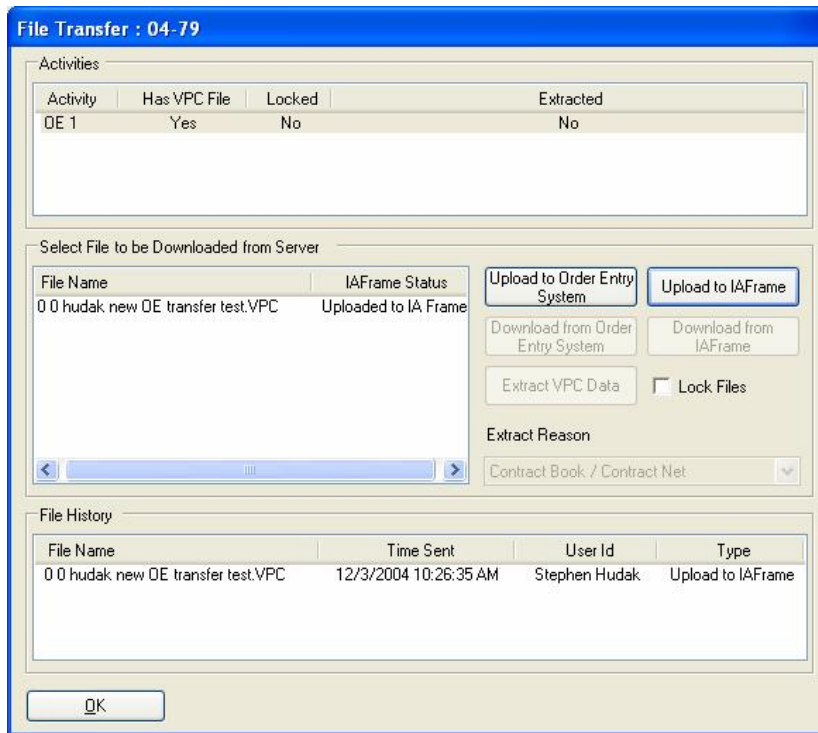


1. Click on the **Order** you wish to retrieve from IA Frame and select **Revise** (or *double-click* the Order)



2. Double-click on **Transfers** to access the File Transfer window.

The **IA Frame Status** at the **Select File to be Downloaded from Server** section will change to inform you when your frame design has been **completed**. You may **Download from Order Entry System** at that time.

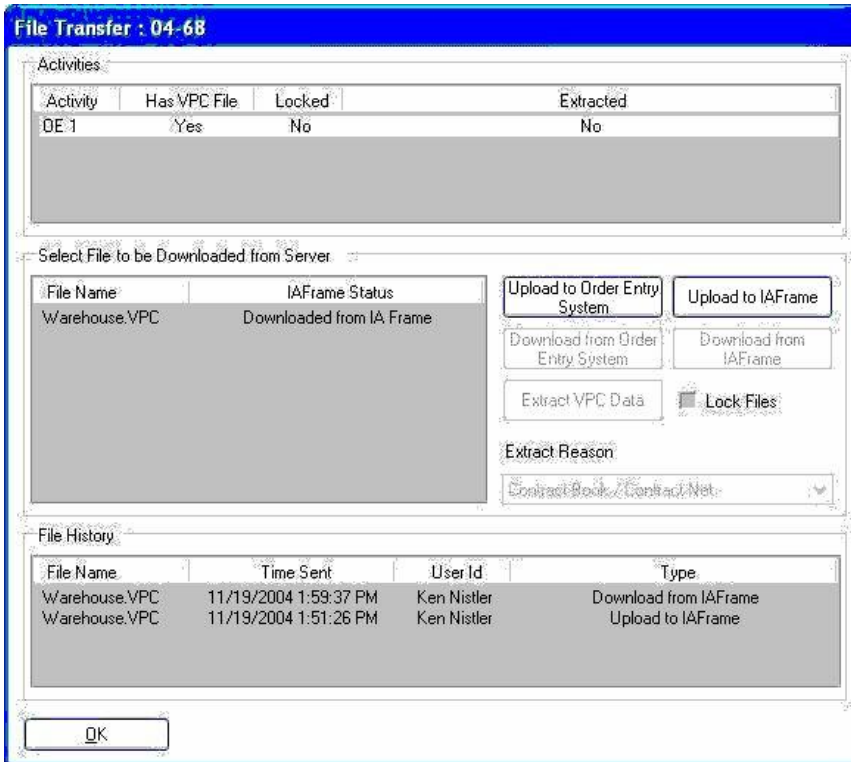


3. Click on the **File Name** from the *Select File to be Downloaded from Server* section.
4. Click on the **Download from IA Frame** button to access the *Browse for Folder* window.



5. The file download folder will be the *Building Files* folder by default. You may select another folder or create a new one.
6. Click on **OK**.

7. You will be returned to the *File Transfer* window which in the *File History* section that the file has been **downloaded from IA Frame**.



8. Click **OK** to close this window.



9. Click on the **"X"** at the upper right-hand corner to close the *Order* window.

10. From the Menu, Click on **Tools/Exit** or Click on the **"X"** at the upper right-hand corner to close the *Order System* window.

Order Entry System

Tools Maintenance Help

Search Criteria

Search By: Most Recent Orders Value: Your Most Recently Accessed Orders!

Search Advance

Insert
Revise
Delete

Columns to Display Remove from view

Order	Order Type	Date Created	Submittal Date	Finalized
04-35	Building Order	9/14/2004		No

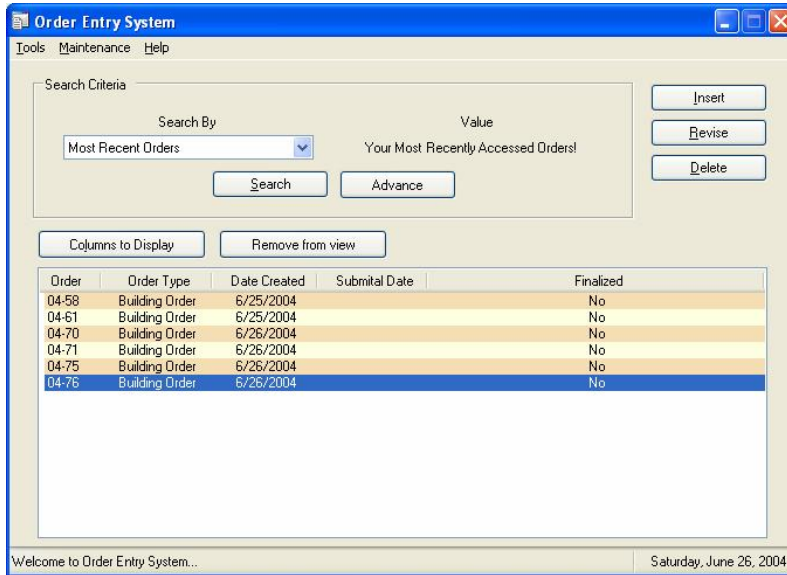
Order Revisions

Order	Revision	Cust Serv Rep	Builder	Entry Date
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Screen data last refreshed at 11:52:02 AM Tuesday, September 14, 2004

Download from Order Entry – Get a File

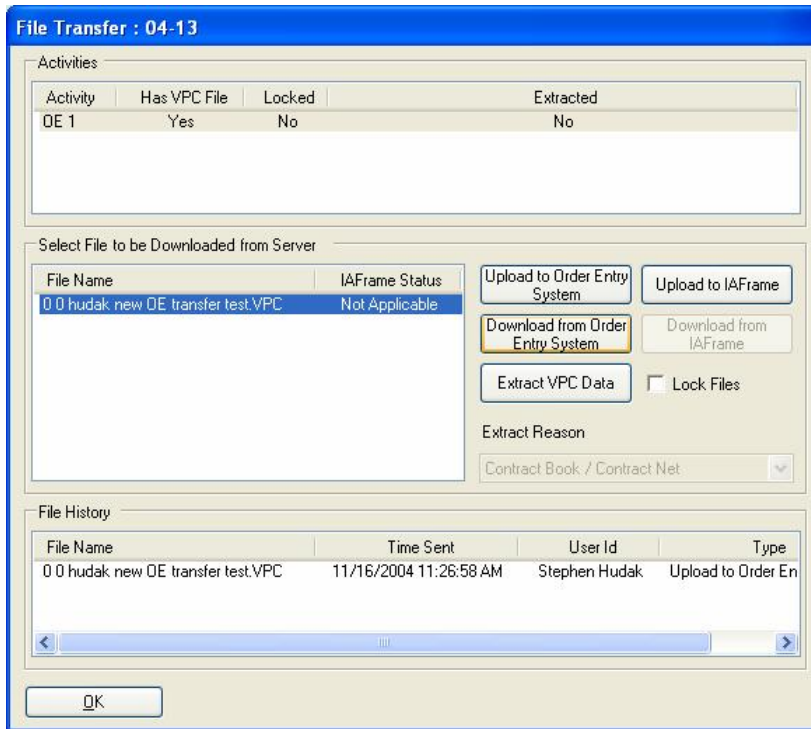
How-To Intent: These instructions will aid you in receiving a file that either you or your VP support personnel have previously transferred to the web.



1. Click on the **Order** you wish to retrieve (from PDM assistance for example) and select **Revise** (or *double-click* the Order)



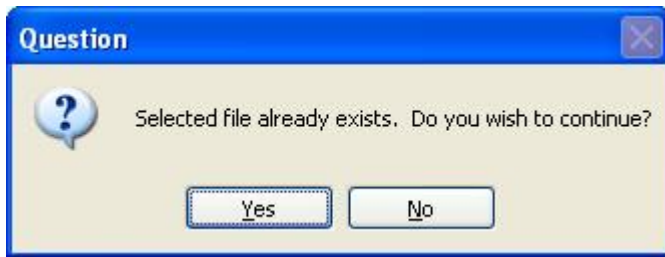
2. Double-click on **Transfers** to access the File Transfer window.



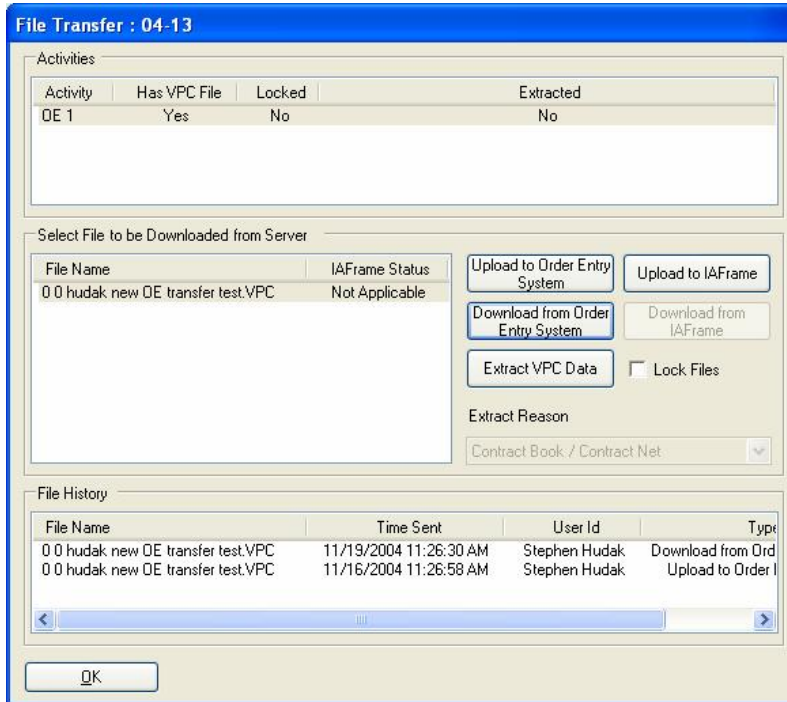
3. At the File Transfer window, Select the desired **OE Activity**.
4. Click on the **File Name** from the *Select File to be Downloaded from Server* section.
5. Click on the **Download from Order Entry System** button to access the *Browse for Folder* window.



6. The file download folder will be the *Building Files* folder by default. You may select another folder or create a new one.
7. Click on **OK**.



8. If the file already exists you will be informed of such. Click **Yes** to override the existing file.

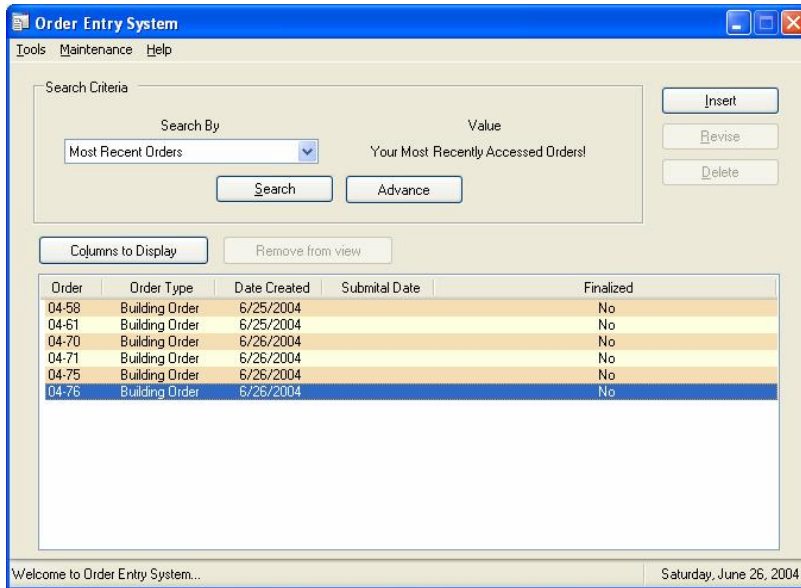


9. You will be returned to the *File Transfer* window which in the *File History* section that the file has been **downloaded from Order Entry System**.

10. Click **OK** to close this window.



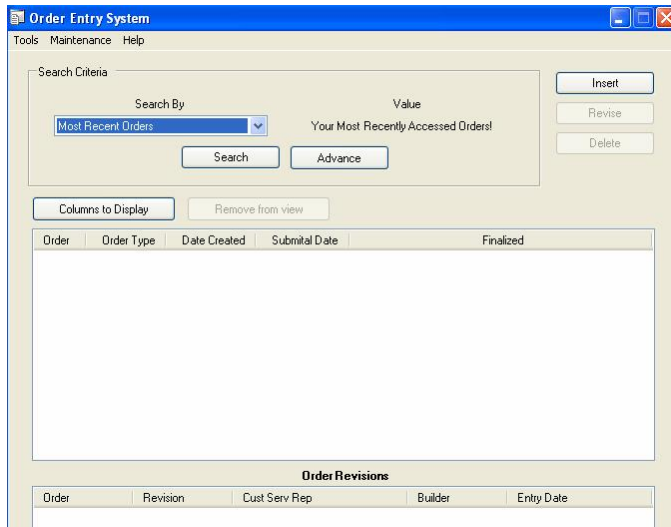
11. Click on the **"X"** at the upper right-hand corner to close the *Order* window.



- From the Menu, Click on **Tools/ /Exit** or Click on the **"X"** at the upper right-hand corner to close the *Order System* window.

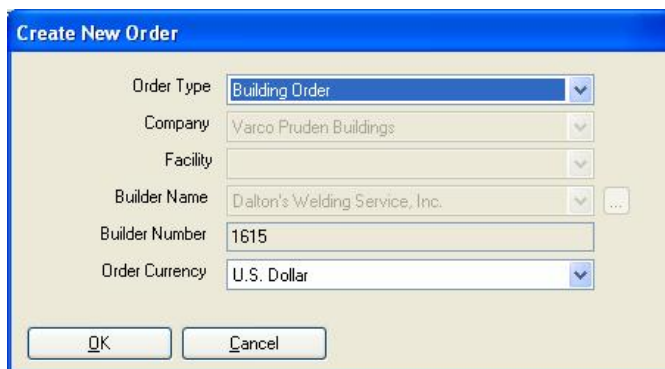
Finalizing an Order (Ordering a building) that has not yet been transferred

How-To Intent: These instructions will help you to Finalize a VPCOMMAND building order that has never previously been transferred to the web.



The screenshot shows the 'Order Entry System' window. At the top, there are menu options: 'Tools', 'Maintenance', and 'Help'. Below this is a 'Search Criteria' section with a 'Search By' dropdown menu set to 'Most Recent Orders' and a 'Value' field containing 'Your Most Recently Accessed Orders'. There are 'Search' and 'Advance' buttons. To the right are 'Insert', 'Revise', and 'Delete' buttons. Below the search section is a 'Columns to Display' section with a 'Remove from view' button. The main area is a table with the following columns: 'Order', 'Order Type', 'Date Created', 'Submittal Date', and 'Finalized'. The table is currently empty. At the bottom, there is an 'Order Revisions' section with columns: 'Order', 'Revision', 'Cust Serv Rep', 'Builder', and 'Entry Date'.

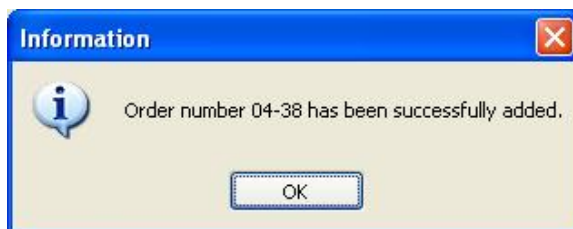
1. Click on **Insert**



The screenshot shows the 'Create New Order' dialog box. It contains the following fields and values: 'Order Type' is 'Building Order', 'Company' is 'Varco Pruden Buildings', 'Facility' is empty, 'Builder Name' is 'Dalton's Welding Service, Inc.', 'Builder Number' is '1615', and 'Order Currency' is 'U.S. Dollar'. There are 'OK' and 'Cancel' buttons at the bottom.

2. Choose **Order Type** and revise information if necessary.

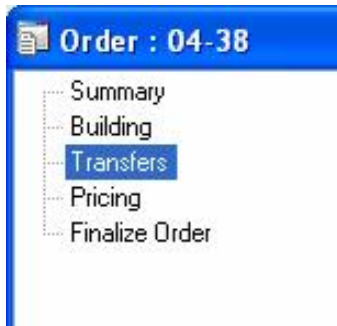
3. Click **OK**



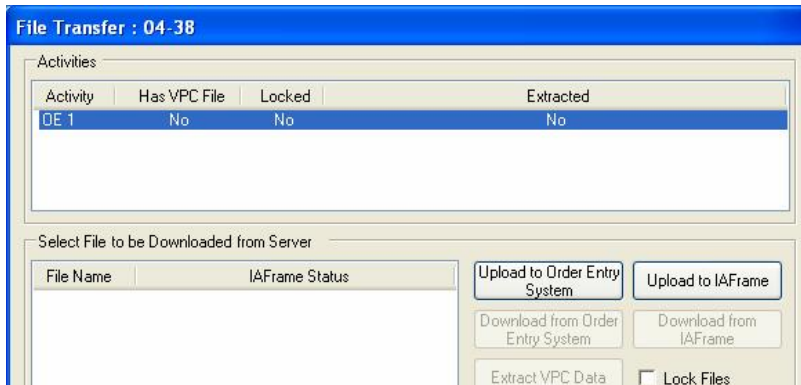
The screenshot shows an 'Information' dialog box with a blue header and a red 'X' button in the top right corner. It contains an information icon and the text: 'Order number 04-38 has been successfully added.' There is an 'OK' button at the bottom.

4. An **Order Number Information** window will appear for verification. This number will be used for a Reference / Job Number.

5. Click on **OK**. An **Order Number** Window will be displayed.

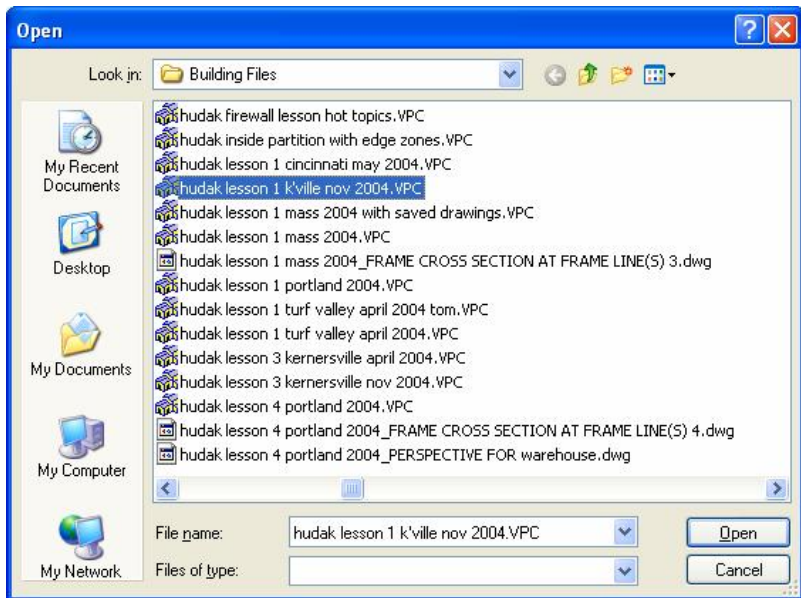


6. To begin the file transfer process, *double-click* on **Transfers**.

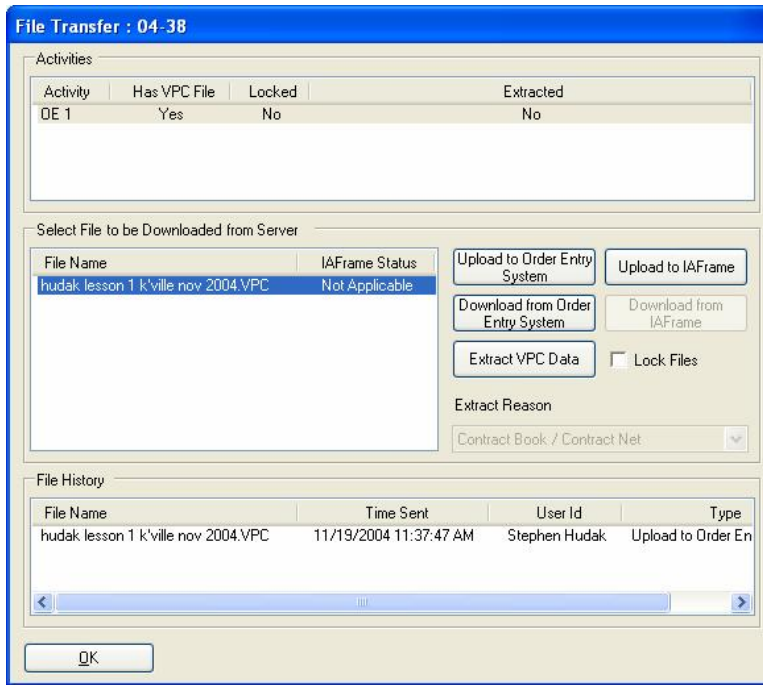


7. At the *Activities* field, Select **OE 1** to proceed to selecting the desired file for transfer.

8. Click on the **Upload to Order Entry System** button



9. *Double-click* the file you wish to send from the **Building Files** folder. This will return you to the **File Transfer** window listing the file you selected.



10. Click on the desired **File Name** at the *Select File to be Downloaded from Server* section.

Note: You may only send one VP Command file at a time per Reference / Job Number, but you may add additional file types (MS Word documents, drawing files, Excel, etc.) with this same number. To do this repeat steps 7 through 9 for each desired file.

11. Click on the **Extract VPC Data** button. Click on **OK** to close the window.



12. You will receive confirmation that the data has been successfully extracted.

13. Click on **OK**.



14 The *Activity* at the *File Transfer window* will show **Yes** at the *Extracted* section.



15. If you wish to view the Order Information that was retrieved during the extraction process, you may do so by double-clicking one of the other tree items: **Summary, Building, and Pricing**.

16. Double-click **Finalize Order** to access Finalize Order window.

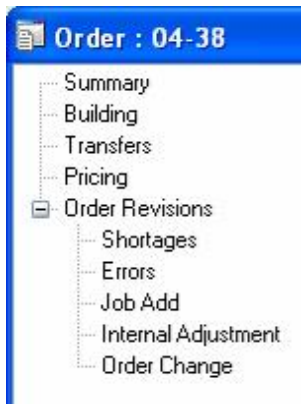
17. Complete all required fields and click on **OK**. If city and zip code was not entered on General Information Screen inside of the VPCCommand Building Editor, you must first select the **Country** again to generate the remaining lists (**State, County, City, Zip Code**) drop down lists. Complete as applicable.

January 2005				
Sun	Mon	Tue	Wed	Thu
	27	28	29	30
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31	1	2	3

18. Be sure to input your **Requested Delivery Date**. You can use the pull down button to access a calendar to select your date.

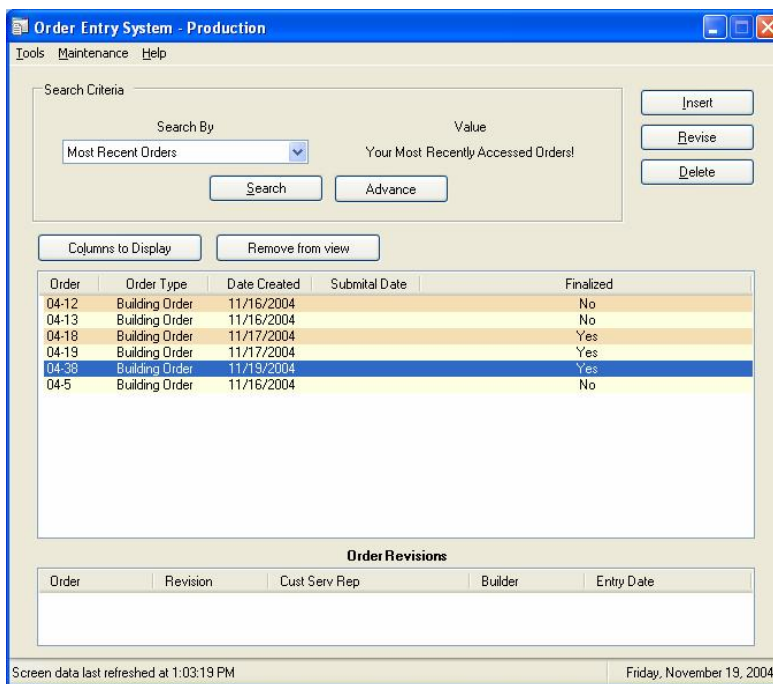
19. Click on **OK** to close the **Finalize Order** window and return to the **Order Number** window.

20. Input your **Pin Number** and click on **OK**. (Note: VP Personnel will not be required to input a Pin Number.)

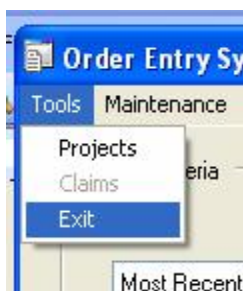


21. Your *Order Number* window has added an **Order Revisions** sections where you will be able to check and/or approves the listed functions.

22. Click on the **Red X**  to close the Order Window.



23. Your Order Number will now display **Yes** in the Finalized column of your Order Entry System list.



24. Click on **Tools / Exit** (or click on the Red X in the upper right hand corner) to close the Order Entry System.

Finalizing an Order (Ordering a building) from an existing Web file

How-To Intent: These instructions will assist you in Finalizing a building order when it already exists on the web (has previously been transferred.)

Order Entry System - Production

Tools Maintenance Help

Search Criteria

Search By: Most Recent Orders Value: Your Most Recently Accessed Orders!

Buttons: Insert, Revise, Delete, Search, Advance

Order	Order Type	Date Created	Submittal Date	Finalized
04-12	Building Order	11/16/2004		No
04-13	Building Order	11/16/2004		No
04-18	Building Order	11/17/2004		Yes
04-19	Building Order	11/17/2004		Yes
04-38	Building Order	11/19/2004		Yes
04-39	Building Order	11/19/2004		No
04-5	Building Order	11/16/2004		No

Order Revisions

Order	Revision	Cust Serv Rep	Builder	Entry Date

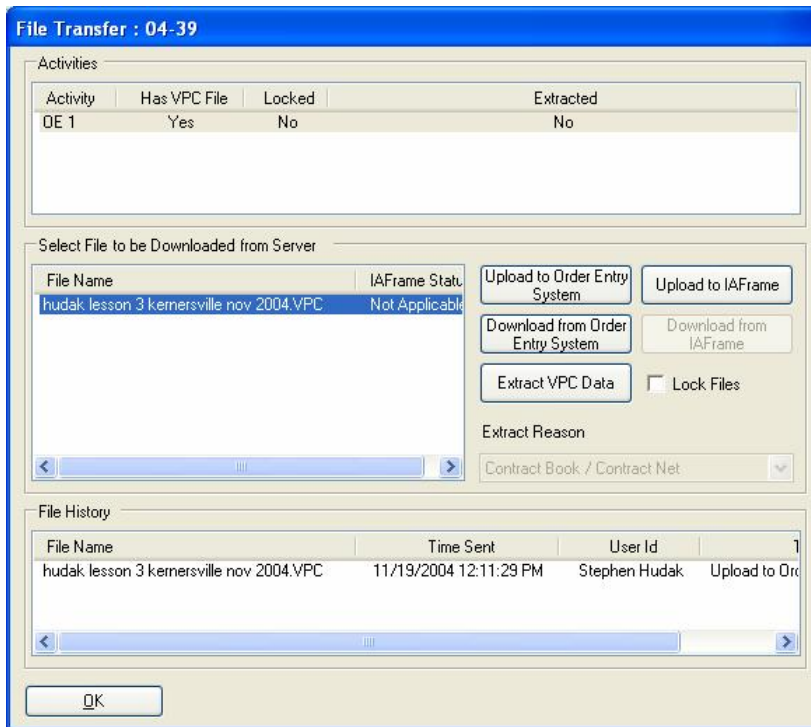
Screen data last refreshed at 1:13:23 PM Friday, November 19, 2004

1. Click on the **Order** you wish to **Submit (Finalize)** for a **Final Order** and select **Revise** (or **double-click** the Order)

Order : 04-39

- Summary
- Building
- Transfers
- Pricing
- Finalize Order

2. **Double-click** on **Transfers** to access the File Transfer window.



3. Note that the **OE 1** Activity displays **Yes** under the *Has VPC File*, **Select** this to list the files in the *Select File to be Downloaded from Server* section.
4. Click on the desired file and click the **Extract VPC Data** button. This will retrieve all necessary VPC information.



5. You will receive an **Information** window confirming the extraction process. You may need to return to VP Command to address unpriced items. (If so, you will need to repeat the File Transfer process to upload the most current VPC file.) Click **OK**

6. If you wish to

File Transfer : 04-8

Activity	Has VPC File	Locked	Extracted
OE 1	Yes	No	Yes

Select File to be Downloaded from Server

File Name	IAFrame Status
00 hudak new OE transfer test.VPC	Not Applicable

Lock Files

Extract Reason

File History

File Name	Time Sent	User Id	Type
00 hudak new OE transfer test.VPC	12/1/2004 12:26:36 PM	Stephen Hudak	Upload to Order Entr

modify the VP Command file (*.vpc) it is recommended you click on the **Lock Files** check box to prevent someone from unintentionally sending or extracting from the wrong *.vpc file. Once you complete your modifications be sure to **“Unlock” (uncheck)** the Lock Files button. If you modify the original vpc file you will need to resend the file.

- Click on **OK** to close the File Transfer window and return to the **Order** window.

Order : 04-35

Summary

- Building
- Transfers
- Pricing
- Finalize Order

Order Information - 04-35

General Information | Facility Information | Job Site Address | Customer Address | Billing Address | Shipping In

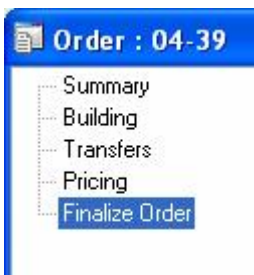
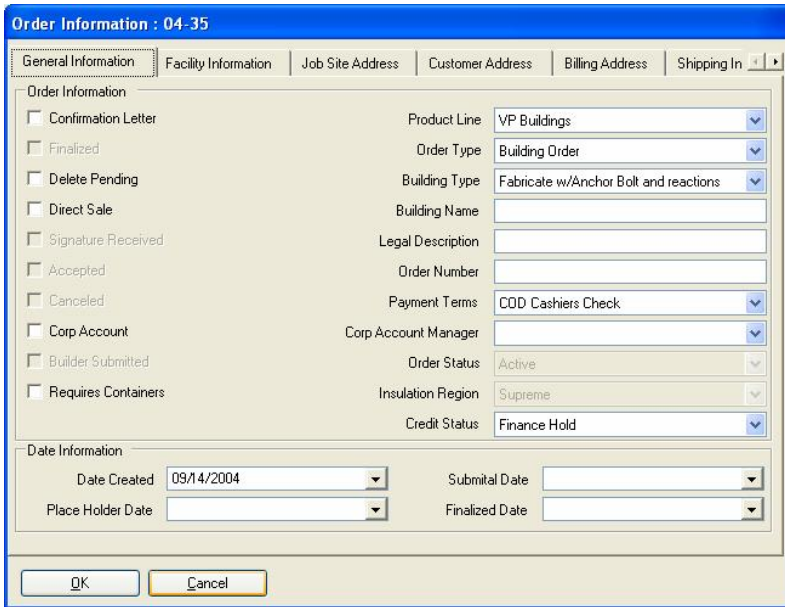
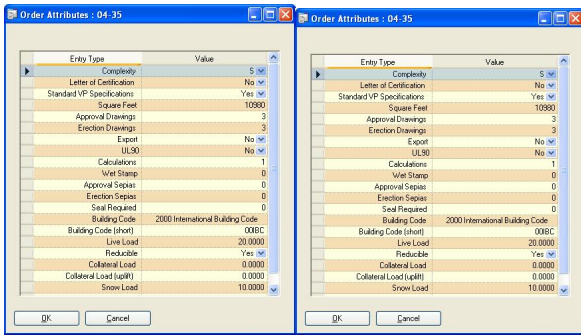
Confirmation Letter
 Finished
 Delete Pending
 Direct Sale
 Signature Received
 Accepted
 Canceled
 Corp Account
 Builder Submitted
 Requires Containers

Product Line: VP Buildings
 Order Type: Building Order
 Building Type: Fabricate w/Anchor Bolt and reactions
 Building Name:
 Legal Description:
 Order Number:
 Payment Terms: COD Cashiers Check
 Corp Account Manager:
 Order Status: Active
 Insulation Region: Supreme
 Credit Status: Finance Hold

Date Information

Date Created: 09/14/2004
 Submittal Date:
 Place Holder Date:
 Finalized Date:

- If you wish to view the Order Information that was retrieved during the extraction process, you may do so by double-clicking one of the other tree items: **Summary, Building, and Pricing.**



9. Double-click on **Finalize Order** to access the File Transfer window.

Finalize Order : 04-39

Jobsite Name: Eddie's Farm

Job Site Address ID

Address: 1313 Hairball Lane

City: Front Royal

County: Warren

State: Virginia

Country: United States

Zip Code: 22630

Shipping Method: Truck Load

MBMA Code: Manufacturing Production

Req Delivery Date: 1/20/2005

Tax Exempt #

Pin Number

January 2005				
Sun	Mon	Tue	Wed	Thu
26	27	28	29	30
2	3	4	5	6
9	10	11	12	13

OK

10. Complete all required fields and click on **OK**. If city and zip code was not entered on General Information Screen inside of the VPCommand Building Editor, you must first select the **Country** again to generate the remaining lists (**State, County, City, Zip Code**) drop down lists. Complete as applicable.

11. Input your **Pin Number** and Click on **OK**.

Order : 04-39

- Summary
- Building
- Transfers
- Pricing
- Order Revisions
 - Shortages
 - Errors
 - Job Add
 - Internal Adjustment
 - Order Change

12. When the Final Order has been transferred, you will be returned to the Order window and the tree will now display an Order Revisions item.

13. Click on the Red "X" to close the **Order** window.

Order	Order Type	Date Created	Submittal Date	Finalized
04-12	Building Order	11/16/2004		No
04-13	Building Order	11/16/2004		No
04-18	Building Order	11/17/2004		Yes
04-19	Building Order	11/17/2004		Yes
04-38	Building Order	11/19/2004		Yes
04-39	Building Order	11/19/2004		Yes
04-5	Building Order	11/16/2004		No

Order	Revision	Cust Serv Rep	Builder	Entry Date
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14. You will be returned to the main Order Entry System window and the line item for your order number will list "Yes" in the finalized column.
15. Click **Tools / Exit** to close the window.

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