Contractor/ Vendor

This command allows you to input your **Contractor/Vendor**. It holds their **contact information** as well as work description and **license information** (if applicable). This list holds both contractors and vendors. Within the list, there will be a choice to differentiate between the two. If you want to view the list by a **contractor group** and a **vendor group**, you can click on the sort button. If you want to see just the **vendors** or **contractors**, click on the **filter** button (for more information about filtering, click here). This list is used within the **purchase order, raw material, cut ticket, process,** and various other areas in **Winfashion**.

The **Contractor/Vendor** listing is also found on the tool bar as

·   Click **File** on the **Menu** bar

·   Choose **Master File**

·   Select **Contractor/Vendor**

·   Or click on **Vendors** on the tool bar

·   Click on the **New** button to enter a **new Contractor/Vendor** (When you click on the New button, it automatically goes to the Form View)

·   Enter a Code for the **Contractor/Vendor**. i.e. SEW CO

·   Select a **Vendor, Contractor**, or Other by clicking on the circle next to **"Vendor"**, **"Contractor"** or "Other"

·   Enter the **Name, address, phone number(s), contact and title of your Contractor/Vendor**

·   Select the **Location** (this is where your contractor operates his/her business), **Ship Via, and Terms**

·   For the **contractor**, enter the **Work Description** and **License Expiration Date**

·   **OPTIONAL:** Select a **"Purchase Currency"** if you purchase raw materials from **"Vendors"** or **"Other"** that are located in another country.

·   After entering the **Contractor/Vendor** information, click on the **Save** button

Form View:

Contractor / Vendor

Find [   ]
[   ] Get Data

○ Vendors ○ Agent
○ Contractors ○ Others
○ Forwarders ○ ALL

code

New	Delete	Filter	Exit
Import	Duplicate	Reload	2Excel*
Export	Sort	Print	Save

Profile' : [▼]

| List View | Form View | Mailing Label | Current Work | Vendor CB | Docs | AP |

Code A
Type ○ Vendor
○ Contractor
○ FreightForwarder
○ Agent
○ Other
Currency USD

Name WINFASHION
Address1 110 E. 9TH ST.
Address2 SUITE B729
City/State/Zip LOS ANGELES   CA   90079
Country USA
E-Mail DAN@WINFASHION.COM

[Commercial Invoice Logo]

	Phone	Fax	Contact	Title
1	213-627-9951	213-627-9954	DAN CHONG	COO
2				

Sea Port LB
Air Port LAX
ShipVia TRUK   TRUCKING
Terms N30   NET 30 DAYS

[Authorize Sign]

[Ctlr + Click on image to save into database]

Work Description   LIC Expire Capacity
CLOTHING AND SHOES   12/31/2012   50000

MID MCN299933-23
BAF: [   ]
Dim. Calc. 0

Web Password a
Location CUT
Docs Security Level 1

View Web StyleMaster ? ☑
Use CostSheet 1

Created
a
2/17/2010 17:25:3
Updated
a
/10/2011 16:26:59

Memo [   ]

List View

Contractor / Vendor

Find [   ]
[   ] Get Data

○ Vendors ○ Agent
○ Contractors ○ Others
○ Forwarders ○ ALL

code

New	Delete	Filter	Exit
Import	Duplicate	Reload	2Excel*
Export	Sort	Print	Save

Profile' : [▼]

| List View | Form View | Mailing Label | Current Work | Vendor CB | Docs | AP |

#	Type	Code	Name	Address(1)	Address(2)	City	State	Zip	Worktype	Location	Country	Curren	Contact1	Title1	Phor
1	V	A	WINFASHION	110 E. 9TH ST.	SUITE B729	LOS ANGELES	CA	90079	CLOTHING AN	CUT	USA	USD	DAN CHONG	COO	(213
2	C	DAN	DANIEL FASHION	110 E. 9TH ST.		LOS ANGELES	CA	90079			USA	USD			(213
3	F	EXPRESS	EXPRESS SHIPPING	8773 YAN AN SI RU.	20TH FLOOR	SHANGHAI					CHINA				021-
4		NJAPT	NJ APT - JACOBO HER									USD			
5	V	SOUTH	SOUTH HANGZHOU F/	159 HENG SHEN RU.		HANG ZHOU					CHINA				021-
6	V	STYLECAD	SOFT FASHION, INC.	1527 NEWTON ST.		LOS ANGELES	CA	90021			USA	USD			(818
7	V	WINFASH	WINFASHION	110 E. 9TH ST.	SUITE B729	LOS ANGELES	CA	90079	CLOTHING AN	CUT	USA	USD	DAN CHONG	COO	(213
8	V	ZY	ZING YANG	123 YAN AN WEST RD.		SHANGHAI	SH	200-123			CHINA	USD			
		Total #:		8											

Go to 1st Button |◀

This button (Go to 1st record) is used to find the initial record of the list (click l<l). The initial record may change if the <u>Sort</u> button is used.

Go to Previous Button ◀

This button (**Go to previous record**) is used to find the **previous record** in the list (**click <l**).

Go to Next Button ▶

This button (**Go to next record**) is used to find the **next record** in the list (**click l>**).

Go to Last Button ▶|

This button (**Go to last record**) is used to find the **last record** of the list (**click l>l**).

OK Button | OK |

The **OK button** allows you to continue with the command(s).   For example, on the Deposit Slip, you can input the start and end dates. After you enter the dates, click on the **OK button**.   The **OK button** is frequently seen in the **reports.**

New Button to Create a Row | New |

· 	Click on the **New** button to add a <u>new entry</u> to the list, table, or line. An additional blank row will be at the bottom of the list.

· 	Click on the **cell** of the blank row that needs to be changed

· 	Type the **data** on the cell

· 	For more changes, go back to **Step 2**

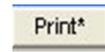· 	To save, click **Save**

Delete Button | Delete |

·   The **Delete** button is used to delete a **row/record** from the list, table, or line (click **Delete**).

·   If you click **Delete**, the program will confirm **deletion** (click **Yes** to do so and **No**, otherwise).

Save Button   Save
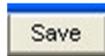
The **Save** button is used to save the **record** to the table/list (click Save).

Print Button   Print*

·   The **Print button** is used to print information on the current **window** (click **Print**). There may be several options such as printing multiple pages, portrait/landscape mode, and print preview. If it does not begin printing, make sure you have a printer attached or networked to your computer (if it is networked, check the power of the computer that has the printer attached to it. Make sure the computer and printer's power is **ON**. If you have more than one printer networked, make sure you are printing to the correct printer), the printer driver is installed correctly in your computer, check the printer to see if the power is on, check the printer to see if it is offline or if there are any errors. For more information, refer to the owner's manual that came with the printer.

·   If you want to print the window on the current screen including the buttons and headings listed at the top of the window, there is a **"Print Screen"** option.

·   To print a **few** selections at a time:

If you are in the **list view** of the **Style Master, Raw Material or Customer portion** of **Winfashion** click on the **filter button**.

Select an item from the **columns section** and enter the function. For example, type in **code='BUTTON'** and click on **OK.**

*The **Print button** is found in most areas of **Winfashion**. Usually you will be able to see a print preview before printing.

To print one item:

Go to the desired topic

Enter the necessary information or retrieve a previously entered item

Click on the **Print button** (Either it will begin printing or take you to a preview mode. If you are in the preview mode, you will need to press print again.)

Filter Condition | Filter |

In this version of **help**, only the most practical and frequently used Functions will be explained. There are two columns (**Functions** and **Columns**) to click from if typing becomes cumbersome. The following **bold-faced characters** are valid filter condition (assumes that there is color, **Invoice Date (inv_date)** and price in **Column**)

color='PINK'

Display pink items only,

color >='A' and color<'x'

Display items with colors from A to W.

not (price>50) and inv_date >1998-12-01

Show items that are not more expensive than $50 and received after December 1, 1998.

(color = 'ORNG' or price<20) and month (inv_date) =6

Items that is orange or cheaper than $20 for the month of June.

price>10 and day (inv_date) =30 and year (inv_date)=1995

Show items with price more than $10 invoiced at the 30th day of any month for the year 1995.

mid (color, 4, 1)='K'

Starting at color's 4th letter, take 1 letter. Display only rows in which the 4th letter for color is K (e.g. PINK, BLCK, etc)

Take note that in the above example, color is a **string /character** and price is a **number**. **String/characters** are enclosed in quotes ('PINK') and numbers are not (40)
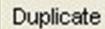
MID (string, starting position, no.of.characters)

Examples:

MID ('superman', 6, 3)

This gives 'man'.

MID ('SHORT SLEEVED SHIRT', 11, 7)

Duplicate Button Duplicate

The **Duplicate** button is used to copy the **current record or line to a new record or line**

Important Tip: For some tables (ex. code table), **Winfashion** will give an error message if you do not change the main code (primary key) for this duplicate record/row after clicking the **Save** button. For example, if you duplicate the code BLUE in the **colors code table** and click **Save**, an error message will appear(BLUE should not in the list twice-click OK, type another code or **Delete** the duplicate record

Reload Button Reload

- Click the **Reload** button to refresh the information displayed on the **current window** (click **Reload**). Use this button when you want to **refresh/renew** the information on the current **window**. This button is useful when you go to **utility→ recalculate** among other areas of **Winfashion**.

Sort Button Sort

- **Sorting** is arranging your data in a particular manner, either **ascending** or **descending** (If both options are available). The **Sort** button is usually located near the **Find** button on the left side of the screen. **Sorting** can be on a certain **column** or **group of columns**.

Exit Button Exit

· The **Exit** button is used to exit from the current window (click **Exit**).

· If there is any unsaved work, the program will ask if you want to **save** your work. (Click **yes** to save and exit, **No** not to save and exit, **Cancel** to cancel **Exit** and you will not exit the program).

Vendor Master TABS - Mailing Labels

Vendor mailing labels are made from the Vendor list. Remember the **labels** are made from the customer information and you cannot manually input the information onto the labels. You can make labels by going to the **Vendor List**, highlight the desired Vendor, and then click on the Mailing Labels tab.

WinFashion uses Avery 5160 mailing labels
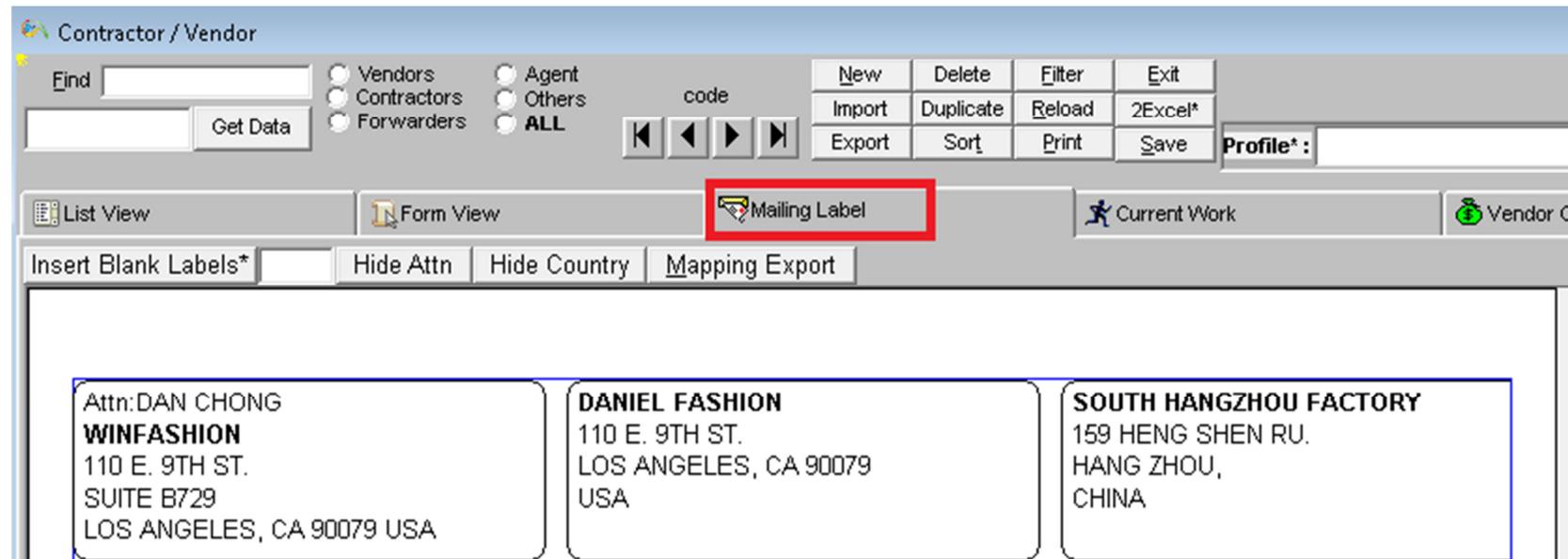
To make Vendor mailing labels:

- Highlight the **Vendor** that you want to include on the mailing labels by holding down the <Ctrl> key and the left button of the mouse
- Click on the **Mailing Labels Tab**
- The Vendor information automatically enters in the **default mailing label** format.
- Click on the **Print** button

To make **customer mailing labels on a partially used label sheet**:

- Highlight the **Vendors** that you want to include on the mailing labels by holding down the <Ctrl> key and the left button of the mouse
- Click on the **Mailing Labels** Tab
- The Vendor information automatically enters in the default mailing label format.
- Click (keep clicking if there is more than one label missing) on the "**Insert Blank Labels**" button to move the addresses to where the labels begin.
- Click on the **Print** button

Current Work ![Current Work]

This report tracks contractor's progress by cut ticket. This report displays **cut ticket number, contractor, dates, style number, color, and total quantity.**

· Go to **Vendor** on the Menu Bar

· click on **current work**

. Highlight the **Vendor** that you want to include on the mailing labels by holding down the <Ctrl> key and the left button of the mouse

· Enter a contractor code next to "**From**:"

· Enter another contractor code next to the word "**To**"

· Click on the **OK button**

· If you want to see a summary of this report, click on the **Summary** button. If you want to see the previous report format, click on the same button.

· If you want to print this report, click on the **Print** button

Contractor's Work In Progress

Page 1 of 1
2/16/13 12:27:24 PM

User Id : winscft

Contractor	Cut#	CustomerPO	Control#	Issue	Due	Completion	Style	Color	Team	Description	Qty
A	76			07/09/13	07/09/13	07/09/13	WD1001	ORANGE		SILK GOWN	70
								Date Total:			70
A	78			07/26/13	07/26/13	07/26/13	AA1025	BLK/NUDE		LACE DRESS W/ MESH SKIRT	8
A	78			07/26/13	07/26/13	07/26/13	AA1026	BLACK		OTTOMAN DRESS W/ LACE	6
								Date Total:			14
A	80			10/23/13	10/23/13	10/30/13	III2	ARIZONA/WHIT		100% COTTON JEAN WEAR	46
A	80			10/23/13	10/23/13	10/30/13	III2	ARMY GREEN		100% COTTON JEAN WEAR	36
								Date Total:			82
					A	Contractor		Total:			166
						Report		Total:			166

Documents Docs

You can upload your **documents** at Docs that are related to your Customers.

·   Enter the customer information if you have not done so already

·   Highlight the customer that you would like to relate to a distribution center

·   Click on **Docs.** Tab

·   Click on the **New** button to create a document details

·   Enter the necessary information like DocType, Code, and Description etc...

·   Click on **Upload** Menu

·   Browse your file .Jpeg / Word / Excel / PDF format which you need to upload

·   Then click on the **Save** button
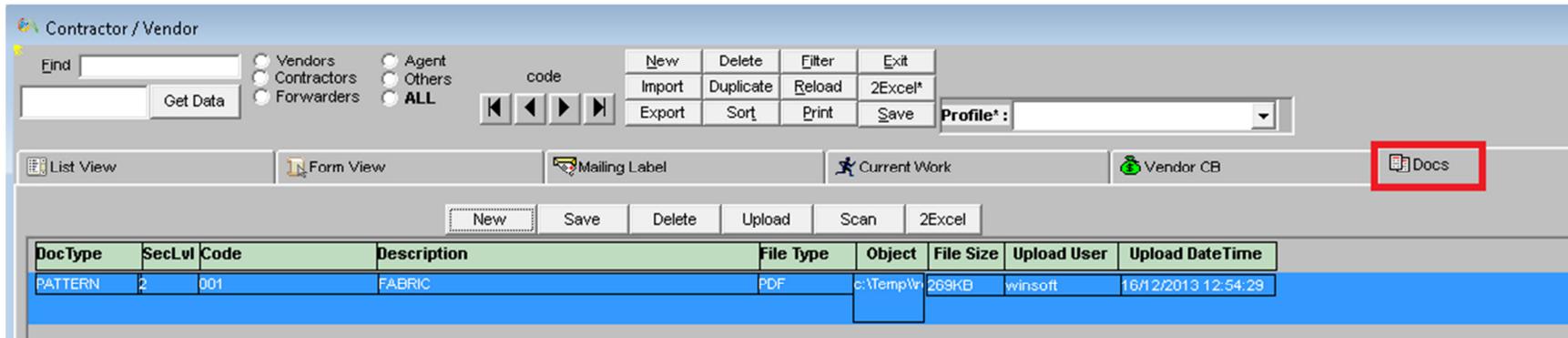
Vendor CB

Here we can create and save **Vendor Charge Back** details by style wise /by cut ticket. It displays **cut ticket number, contractor, dates, style number, color, and total quantity.**

·   Go to **Vendor** on the Menu Bar

·   click on **Vendor CB**

·   Click on the **New** button to enter a **new Vendor Chargeback details** (When you click on the New button, it automatically goes to the Form View)

·   Enter a Code for the **Contractor/Vendor**. for Chargeback

·   Select a **Style** from List view and enter Cut#, SO# etc..

. Enter the necessary information and click on the **Save** button