

Label Application User Guideline

Version: 1.0 9-16-2015

1. How to log into EEC

- 1) In IE browser, type EEC address: <https://eecsystem.cn>
- 2) In **EEC Login Page**, type your **User Name**, **Password** and **Check Code**. (See Figure 1-1). EEC Helpdesk will send you user name and password if you do not have an account. If you have a user ID but forgot the password, please click **Forgot Your Password** to reset your password.



Who We are ...

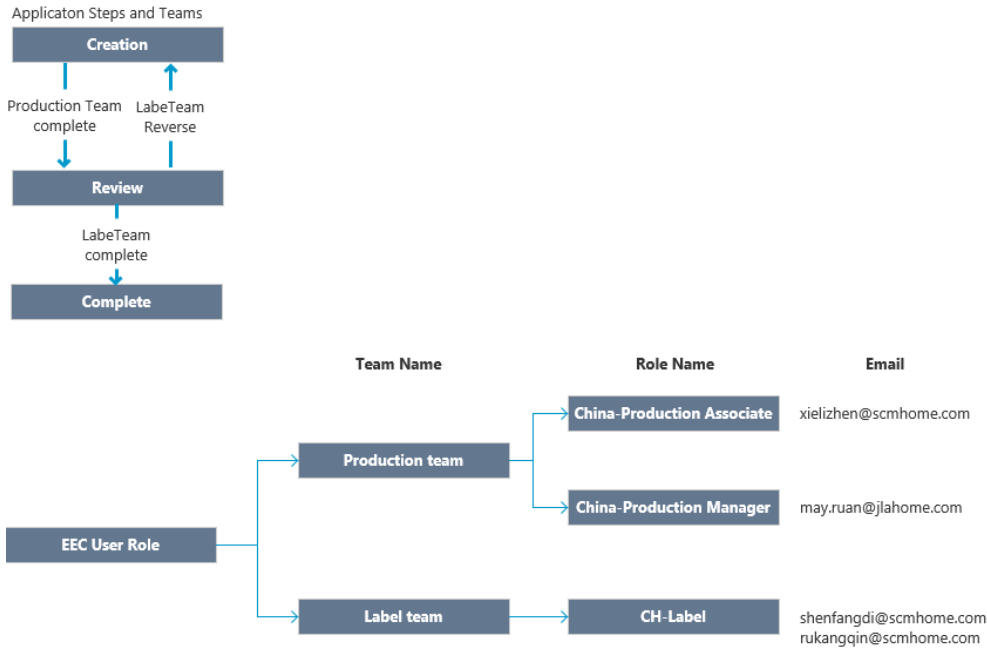
E&E Co., Ltd is a globally integrated company specializing in providing quality products for every lifestyle. From Home Fashion to Apparel, pet products to decorative accessories. we provide strategic market and design directions, manage production and distribution for our retail trade partners. From concept to final product, our global design and product development teams collaborate with each individual customer to create and source products, that not only meet their objective but consistently deliver strong profitability.

Founded in 1993, E&E has grown rapidly. Our success begins with a unique business model that offers depth and breadth of capability unmatched in the industry. Our talented design team bring originality and freshness to each fashion season by researching and understanding market and trend evolution. From licensing to private label, our collective design experience and production execution are the foundations for our success at retail. Using innovative tools and strategies, E&E creates synergies in design, global sourcing and manufacturing.

User Name	<input type="text"/>
Password	<input type="password"/>
Check Code:	<input type="text"/> 
<input type="checkbox"/> Remember User Name	
<input checked="" type="button" value="OK"/> <input type="button" value="Reset"/>	
<input type="button" value="Forgot Your Password?"/>	

Figure 1-1 EEC Login Page

2. Label Application Overview



Roles and Pages

Role	Page Name	Step	Main Functions	Editable Fields	Required Fields when completing the next step	User Name Example
CH-PA/CH-PM	Review Order	Creation	Create Label Application and complete to review step Modify application such as cancel Appl. items	Label Name, Req. Qty and Ticket Price	Name, Req Qty, Ticket Price	xielizhen@scmhome.com
CH-Label	Label Reivew	Review	Print Label and complete Label application, Send Email to third printing company	Printing Company, Assigned To, Finish Date	Printing Complete, Assigned To	shenfangdi@scmhome.com

Figure 2-1 Roles and Teams and Main fonicitons

3. How to create a Label Application (Production Team)

- 1) Click **Review Order** under **Production Management** to Open **Review Order Page**. (See Figure 3-1)

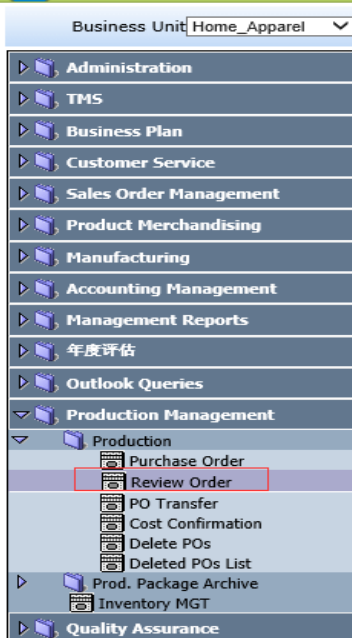


Figure 3-1 Review Order Page Path

2) Put a check for a PO and Click **New Label** (See Figure 3-2).

Purchase Order	Notes	Audit Flag	Error	Due In	Customer Name	Keyword	Program Name	Program Size	Label Appl. No.	Label Appl. Step	Order Status	
<input checked="" type="checkbox"/> WM-Lolli-test-PO-0916001				6	Wal-Mart Stores	sheets	WM-KerryProgram1	Small			Open	-1
<input type="checkbox"/> NZ-141032-3-1				-222	G. S. Nizami	Vanessa Sheet Set	NZ-Vanessa Sheet Set	Medium	NZ150006	Review	Open	24

Figure 3-2 Review Order Page

3) It will open **Label Application Page**. (See Figure 3-3) ([See Appendix A for Label Application Page Layout Introduction](#))

Line	Group	Item	UPC	Status	Description	Color	Size	UOM	Qty Orderd	Qty/Pack
1	WC10-350	675716455156			100% Polyester Mink/Berber Box Quilted Solid Comforter	Med Blue as per swatch	90x90"	Piece	100	2
2	WM10-217	675716115777			100% Cotton Sateen Microgel Comforter	White	Twin: 68 x 88"	Each	200	2
3	WM10-367	675716450731			100% Polyester Microfiber Printed Comforter Mini Set	Blk/Gry Medal	Twin/TXL: 63x92"/20x26+2" (1)	Set	300	2

Figure 3-3 Label Application Page

4) Click the Pencil icon near to Name to open **Label Name selection Page** (See Figure 3-4 Name Selection Page) and click Label Picture to select the Label name and also return to Label Application Page and click **Save** ([See Appendix C for Label selection Page Layout Introduction](#)).

Label Selection

Type: Name:

Size: Customer:

Items: 1 Page number: 1/1 Paginal: 6 items

MS35-001-822-01

675716630454

000000001 (WM-150541C)

EE Ctn 8.9x3.8cm
EE外箱貼, Type: Carton

Figure 3-4 Name Selection Page

- 5) **Master PO:** (See [Master PO in Purchase Order](#)). For EE Ctn Label, please double check **Master PO** before submitting the label application to barcode team since Master PO is used in the each item label (See Figure 3-5). If the same label name for the same Master PO has been created, system will give the message “There is Label Application (PO: WM-150139G Appl. No: WM150029) existing for the same master PO WM-150139G and the same Label Name. Are you sure to continue?”



Figure 3-5 EE Ctn Label: Having Master PO ID and Master PO

- 6) Initial **Req. Qty** = $\text{Qty Ordered} \div \text{Qty/Pack}$. If there is a remainder, Initial Req. Qty= Integer of $[\text{Qty Ordered} \div \text{Qty/ Pack}] + 1$.
- ✧ User can click **Initialization** to set all items initial Req. Qty. In Initialization Page, the user enters **Ratio** and click **OK** (See Figure 3-6). System will auto calculate the Req. Qty accordingly (See Figure 3-7). Req. Qty = $\text{Qty Ordered} \times \text{Ratio} \div \text{Qty/Pack}$. If there is a remainder, Req. Qty= Integer of $[\text{Qty Ordered} \div \text{Qty/ Pack}] + 1$. The user can further modify initialized Req. Qty and click **Save**.

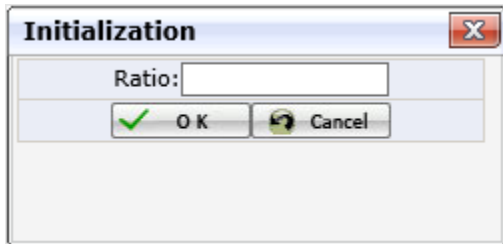


Figure 3-6 Initialization Page

Line	Group	Item	UPC	Stauts	Description	UOM	Qty Orderd	Qty/Pack	Req. Qty
1		ERIC-001	675716624682	Open	300TC Dobby Skirted Fiber Bed	Each	100	1	100
2		ERIC-002		Open	300TC Dobby Skirted Fiber Bed	Each	120	1	120
3		1111610	086569259370	Open	CHESAELX COASTAL PANELS-ASST.	Case	80	1	80
4		11266110Q	086569427267	Open	COASTAL PANEL	Case	160	1	160
5		11314501QW1	086569439918	Open	NATURE AND DANCE - 2 PACK	Each	200	4	50
6		11314501QW1	086569439918	Open	NATURE AND DANCE - 2 PACK	Each	180	4	45
7		11536410Q	086569491800	Open	FLORAL 3 C	Case	300	1	300

Figure 3-7 System auto calculates Req. Qty = $\text{Qty Ordered} \times \text{Ratio} \div \text{Qty/Pack}$

- ✧ **Ticket Price** only shows when the selected label has Ticket Price requirement. (See Figure 3-8).

UOM	Qty Orderd	Qty/Pack		
Piece	74	6		
Piece	74	6		
Piece	74	6		
Piece	74	6		
Piece	74	6		
Piece	74	6		
Piece	26	6		

UOM	Qty Orderd	Qty/Pack	Ticket Price(\$)	Req. Qty
Piece	74	6		12
Piece	74	6		12
Piece	74	6		12
Piece	74	6		12
Piece	74	6		12
Piece	74	6		12
Piece	74	6		12

Figure 3-8

- 7) Click **Complete** to submit the application. The application status will be changed from **Creation** to **Review**.



- 8) Once the application is successfully completed, you can click **View** to how the printed label look like in PDF file (See Figure 13-1)

Line	Group	Item	UPC	Status	Description	UOM	Qty Orderd	Qty/Pack	Req. Qty
1		11114310	086569399618	Open	MORNING RITUAL	Case	100	1	300
2		WM10-364	675716450786	Open	100% Polyester Microfiber Printed Comfoter Mini Set	Set	100	2	150
3		WM10-367	675716450731	Open	100% Polyester Microfiber Printed Comfoter Mini Set	Set	200	2	300
4		WM10-217	675716115777	Open	100% Cotton Sateen Microgel Comforter	Each	300	2	450
5		WC10-350	675716455156	Open	100% Polyester Mink/Berber Box Quilted Solid Comforter	Piece	400	2	600
6		WC10-386	675716517304	Open	100% Polyester Solid Comforter	Piece	500	1	1500

Figure 3-9

- After the application is submitted, if finding some item information is wrong, the user can select items and clicks **Cancel** to cancel some items.



- Or send email to barcode team bc@scmhome.com to request them to reverse the application.
- Once the item is cancelled, the item Status will change from **Open** to **Cancelled**. (See Figure 3-10) and system will also auto send Email to notify the related persons (See Figure 14-1 Email for Cancelled items). If the item is cancelled before printing, the barcode team will not print the cancelled items.

Line	Group	Item	UPC	Status	Description	UOM	Qty Ordered	Qty/ Pack	Ticket Price (\$)	Req. Qty
1		MS35-001-822-01	675716630454	Open	100% Polyester Microfiber Print BNB	Piece	1000	1	19.99	3001
2	1	MS35-001-822-03	675716630478	Open	100% Polyester Microfiber Print BNB	Piece	2000	1	29.99	3001
3	1	MS35-001-822-07	675716634520	Open	100% Polyester Microfiber Print BNB	Piece	3000	1	39.99	0
4		MS35-001-822-02	675716630461	Cancelled	100% Polyester Microfiber Print BNB	Piece	4000	1	49.99	0

Figure 3-10 Item Status

- 9) If the application is created wrongly, the user can click **Delete** to delete the whole application (See Figure 3-11). **Delete** is only visible when the application step is in Creation step.

Label Application

Name: E&E Ctn 8.9x3.8cm Size: 3X3.5cm(1.2"X1.4") Appl. No.: WM150022 Step: **Creation**

Alter Name: E&E 外箱贴 Type: Carton Finish Date:

PO: WM-150141F-MU Master PO: Master PO ID:

Buttons: New, Save, Delete, Complete, Initialization

Line	Group	Item	UPC	Status	Description	UOM	Qty Orderd	Qty/Pack	Req. Qty
1		1MS45-001-001-03	675716565329	Open	100% Polyester Microfiber Solid Comforter	Piece	1,500	2	750
2		1MS45-001-001-02	675716565282	Open	100% Polyester Microfiber Solid Comforter	Piece	1,300	2	650
4		MS15-001-133-07	675716593582	Open	100% Polyester Microfiber Solid Reversible Comforter	Piece	700	1	700

Figure 3-11 Delete the application

- Once the label is printed, you will get the email to request you to pick the label next day. (See Figure 14-2 Email for Complete). If the labels is printed by third printing company, you will get the third party email. (See Figure 14-3 Email for the third printing company)

4. How to Print Label (Label Team)

- Click **Label Review** under **Label Mgt.** to Open **Label Review Page** (See Figure 4-1)



Figure 4-1 Label Review Page Path

- Click the **Appl. No** to open the **Label Detail Page** (See Appendix B for Label Review Page Layout Introduction)

PO: [] Step: Review CH-Dept: [] Date Type: []

Appl. No.: [] Name: [] Applicant: [] Start: []

Size: [] Alter Name: [] Req. Qty Per Item: [] End: []

UPC: [] Printing Company: [] Print: [] Assigned To: Default

Buttons: Complete, Reverse, Search, All Info., Excel

Items:6 Page number:1/1 Paginal:20 items

App. No.	PO	Master PO	Step	Size	Name	Alter Name	Finish Date	Appl. Date	Applicant	CH-Dept	Req. Qty	Printing Company	Assigned To	Last Updated	Updated By
test150015	test-051	333323	Review	3X3.5cm (1.2"X1.4")	HH Furniture 016	HH窗帘2	9/3/2015	8/28/2015	eechelpdesk@jlachina.com	Furniture-1	0	Tianle		9/2/2015	sunxiaoh@jlachina.com
test150010	test-042	bxxx	Review	3X3.5cm (1.2"X1.4")	LeeTest167766	wer222221	9/5/2015	8/31/2015	eechelpdesk@jlachina.com	Furniture-1	0			8/31/2015	zhouyafei@syncsoftinc.com
MP150011	MP-141281		Review	3X3.5cm (1.2"X1.4")	HH Furniture 016	HH窗帘2	9/7/2015	9/1/2015	eechelpdesk@jlachina.com	BOX-2	0			9/1/2015	eechelpdesk@jlachina.com
MP150012	MP-150127		Review	3X3.5cm (1.2"X1.4")	LeeTest167766	wer222221	9/8/2015	9/2/2015	eechelpdesk@jlachina.com	Source-2	0			9/2/2015	eechelpdesk@jlachina.com
meteor150029	meteor-label test15	metoer01	Review	3X3.5cm (1.2"X1.4")	E&E Ctn 8.9x3.8cm	E&E 外箱贴	9/11/2015	9/6/2015	zhouyafei@syncsoftinc.com	Furniture-1	555	E&E		9/6/2015	zhouyafei@syncsoftinc.com
meteor150030	meteor-label test16	metoer01	Review	3X3.5cm (1.2"X1.4")	E&E Ctn 8.9x3.8cm	E&E 外箱贴	9/11/2015	9/6/2015	zhouyafei@syncsoftinc.com	Furniture-1	555	E&E		9/6/2015	zhouyafei@syncsoftinc.com

Items:6 Page number:1/1 Paginal:20 items

Figure 4-2 Label Review Page

- It will open **Label Detail Page** (See Appendix D for Label Detail Page Layout Introduction)

Printing Company:	E&E	Assigned To:		Finish Date:	9/2/2015	Appl. No.:	HRS-150001
Name:	LeeTest167786	Size:	3X3.5cm(1.2"X1.4")	Step:	Review	PO:	HRS-14071
Alter Name:	wer222221	Type:	Product	Master PO:		Master PO ID:	

Line	Item	UPC	Status	Description	Ticket Price(\$)	Req. Qty	Printed Qty
<input type="checkbox"/>	1	1016133205	Cancelled	Seaview 情人椅	448.65	1	0
<input type="checkbox"/>	2	1016370304	Cancelled	Arena 单人沙发外卷	69.22	1	0
<input type="checkbox"/>	3	1024580203	Cancelled	Bauer 三人沙发	383.62	1	0
<input type="checkbox"/>	4	1024583201	Cancelled	Bauer 三人沙发	407.63	1	0
<input type="checkbox"/>	5	1024600203	Cancelled	Bauer 情人椅	299.49	1	0
<input type="checkbox"/>	6	1037580611	Cancelled	Chanel 情人椅	1470.16	1	0

Figure 4-3 Label Detail Page

4) Select **Printing Company** and **Assigned To**

Printing Company:	<input type="text" value="E&E"/>	Assigned To:	<input type="text" value="shenfangdi@scmhorn"/>
Name:	LeeTest167786	Size:	3X3.5cm(1.2"X1.4")
Alter Name:	wer222221	Type:	Product

Figure 4-4

5) Click **Save** and other Buttons will appear. System will not allow to save and will appear * unless Printing Company and Assigned To has been selected.

Printing Company:	<input type="text" value="E&E"/> *	Assigned To:	<input type="text" value="shenfangdi@scmhorn"/> *
Name:	LeeTest167786	Size:	3X3.5cm(1.2"X1.4")
Alter Name:	wer222221	Type:	Product

Figure 4-5

6) Click **All Preview** to review all Labels (See [Appendix E: Label PDF Page Layout Introduction.](#)) OR click Item No can view each item PDF Label (See Figure 4-6)

Printing Company:	E&E	Assigned To:	shenfangdi@scmhorn	Finish Date:	9/19/2015	Appl. No.:	WM150004
Name:	E&E Ctn 8.9x3.8cm	Size:	10X3.8cm(4"X1.5")	Step:	Review	PO:	WM-150541C
Alter Name:	E&E 外箱贴	Type:	Carton	Master PO:	WM-150541C	Master PO ID:	0000003198

Line	Item	UPC	Status	Description	Ticket Price(\$)
<input checked="" type="checkbox"/>	1	MS35-001-822-01			
<input type="checkbox"/>	2	MS35-001-822-02			
<input type="checkbox"/>	3	MS35-001-822-03			
<input type="checkbox"/>	4	MS35-001-822-07			

Figure 4-6 One item PDF Label

7) If Printing Company is E&E, to print all item labels click **Print All** (See [Appendix E: Label PDF Page Layout Introduction.](#)) To print an individual item, put a check for an item, click **Print**. In open **Print Label Page** Enter/modify New Print Qty and click **Print** (See Figure 4-7).

- ✧ The Initial value of New Print Qty = Req. Qty - Printed Qty. If Initial value is < 0, system will auto set New Print Qty to blank and the user has to enter New Print Qty.
- ✧ If the sum (=New Print Qty + Printed Qty) > Req. Qty, system will give the warning message "The summary of Printed Label is over the Req. Qty, Are you sure to continue?" when click Print. If you click **OK**, it will print. If click **Cancel**, it will not print.

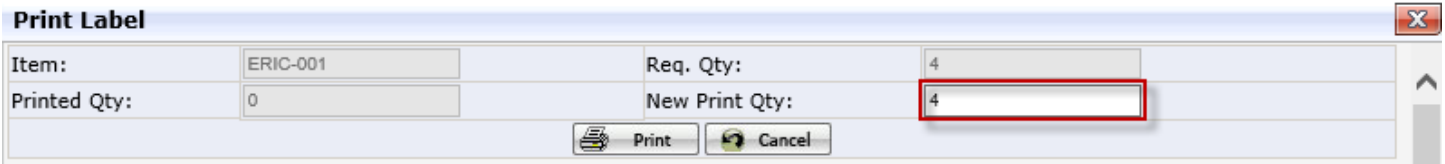


Figure 4-7

- 8) If Printing Company is the third printing company, click Email to send the label print request email with PDF. (See Figure 14-3 Email for the third printing company)



Figure 4-8

- 9) Once the label application is successfully printed, click **Complete** and system will auto send the complete email to the applicant (See [Complete Email](#))
- 10) Click **Reverse** to reverse application from review to creation step if label applicant request to modify the applicant information.

5. How to upload a Label Name (See [Appendix F: Label Name Layout Introduction.](#))

- 1) Click **Label Name** under **Label Mgt.** to Open **Label Name Page** (See Figure 5-1)



Figure 5-1 Label Name Page Path

- 2) It will open **Label Name Page**

The screenshot shows the 'Label Name' management interface. It includes a form for adding or editing labels, a search bar, and a table listing existing labels. Callouts point to various elements: 'Label Name Info' points to the form fields; 'Function Button' points to the 'New' and 'Save' buttons; 'Search Criteria' points to the search bar; 'Label Name Picture' points to the 'NO FILE' area; and 'Label Name List' points to the table of labels.

Select	Delete	Name	Size	Type	Ticket Price Req.	Status	Customer	Last Updated Date	Last Updated By
Select	Delete	11	3X3.5cm(1.2"X1.4")	Carton	No	Active	Agence Viva Inc	9/8/2015	zhouyafei@syncsoftinc.com
Select	Delete	2223434	3X3.5cm(1.2"X1.4")	Carton	No	Active	A World of Pets(BANKRUPTCY)	9/7/2015	zhouyafei@syncsoftinc.com
Select	Delete	111	3X3.5cm(1.2"X1.4")	Carton	No	Active	A World of Pets(BANKRUPTCY)	9/7/2015	zhouyafei@syncsoftinc.com
Select	Delete	erere	3X3.5cm(1.2"X1.4")	Carton	No	Inactive	A World of Pets(BANKRUPTCY)	9/7/2015	zhouyafei@syncsoftinc.com
Select	Delete	GregTest5	10X3.8cm(4"X1.5")	Carton	No	Active	A World of Pets(BANKRUPTCY)	9/7/2015	eechelpdesk@jlachina.com
Select	Delete	new test 2	10X3.8cm(4"X1.5")	Other	No	Inactive	A World of Pets(BANKRUPTCY)	9/7/2015	zhouyafei@syncsoftinc.com
Select	Delete	new test 1	3X3.5cm(1.2"X1.4")	Other	No	Inactive	12Aaron Investments, Inc. dba Woodstock Furniture A & E Group, Inc. A World of Pets(BANKRUPTCY)...	9/7/2015	zhouyafei@syncsoftinc.com
Select	Delete	new test	3X3.5cm(1.2"X1.4")	Carton	Yes	Inactive	Amazon Fulfillment Services (DI) Ambiance at Home Ambrosia Interior Design Inc....	9/7/2015	zhouyafei@syncsoftinc.com

Figure 5-2 Label Name

3) Enter the **Name**, **Size**, and **Type**. **Alter Name**, **Customer** is optional.

The screenshot shows the 'Label Name' form with three red boxes highlighting the 'Name', 'Size', and 'Type' fields, indicating they are required for entry.

Figure 5-3

- ✧ If Label Name is EE Ctn 8.9x3.8 (3.5"x1.5"), put a check for **Master PO Req.**
- ✧ If Ticket Price is required, put a check for **Ticket Price Req.**

The screenshot shows the 'Label Name' form with two red boxes highlighting the 'Ticket Price Req.' and 'Master PO Req.' checkboxes, indicating they should be checked under certain conditions.

Figure 5-4

4) Click **Browse** to upload a **Label Picture**



Figure 5-5

5) Click **Save** and once saving successfully, system will give below message.

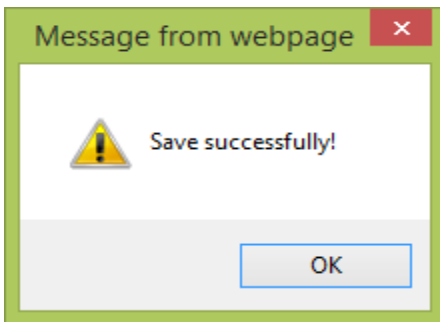


Figure 5-6

6. Master PO in Purchase Order (UCT Team)

6.1 Master PO in Purchase Order

1) Click **Purchase Order** under **Production Management** to Open **Purchase Order Page**.(See Figure 6-1)



Figure 6-1 Purchase Order Page Path

2) Master PO is used to solve the problem that if the E&E PO is split, printed EE Ctn. labels do need to be reprint (See Figure 6-2)

Figure 6-2 Master PO

- 3) In Home-Apparel and Canada business unit, when the user clicks New button for Order Type is Domestic: Warehouse or Intl.- Domestic: Warehouse, to create PO, once it is successfully **Save**, system auto sets Master PO = PO No.

Figure 6-3

- 4) Click the **Pencil Iron** to open the **Master PO Page** to change Master PO (See [Master PO Page](#)) by put a check for Master PO and click **OK** (See [Master PO List](#)). To clean the wrongly selected Master PO, you can click the **X** to. (See Figure 6-4). **Pencil Iron** is hidden for order when order status is partial shipped, ship complete, complete.

Figure 6-4

- 5) When the user click **Delete** in Purchase order Page, system will auto send email to the related applicant and barcode team (See Figure 14-4 Email for delete in Purchase Order or Delete POs Page)

Purchase Order			
PO Number:	33e3eee	Order Type:	Standard
Master PO:	boox	Process:	Domestic: Warehouse
Customer PO No:		Program:	Initial Rollout
Keyword:		Program Name:	Horizon II
Customer:	Anna's Linens	Program Size:	Big
Final Customer:		Ship Via:	SF (Sea Freight)
Division:	Art(ART)	Ship Priority:	Expedite
Sales Rep.:	John Wallace	Ship To:	E&E Savannah Warehouse
PM:		Departure Port:	Shanghai,China
Payment Method:	Check	FOB Point:	OKL (Oakland, CA)
Payment Terms:	Net 60 Days	Customer Currency:	USD
Load%:	0.00	Freight Term:	E&E
Prod-Dept.:	Furniture--1	Vendor Payment Currency:	RMB
Sourcing:	China	Dotcom:	<input type="checkbox"/>
SAP PO No.:		SAP SO No.:	

Current Step: Order Creation

Status: Open

Issue Date: 09/02/2015

In Store: 09/02/2015

Start Ship: 09/02/2015

Cancel Ship: 09/02/2015

Sched. Ship: 09/02/2015

ETA Port: 09/02/2015

Est. Delivery: 09/02/2015

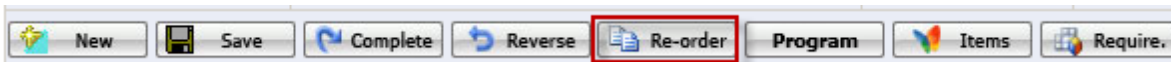
Customer Ship Date: 09/02/2015

Price Exch. Rate: 1.000

Buttons: New, Delete, Save, Complete, Re-order, Program, Items, Require, File, Notes, View, History

Figure 6-5

6) Click **Re-order** and system will auto copy original Master PO.



Notes:

- ✧ If it's replenish order, please change Master PO manually after Re-order
- ✧ Due to the vendor changes, please change Master PO manually after Re-order. Due to other reason excluding vendor changes, do not need to change Master PO.
E.g. If PO WM-150541C is split into PO WM-150541C, PO WM-150541C-1 due to vendor changes, Master POs needs to be different. Otherwise, our warehouse will have the difficult to receive and decide which vendor has the discrepancy

6.2 How PO affects the Label Application

- ✧ If the PO is cancelled or deleted after the application is created, when UCT cancelled/delete PO, it will auto cancel the related label application (See Figure 6-6) and send the email to the related team (See Figure 14-1 Email for Cancelled items).

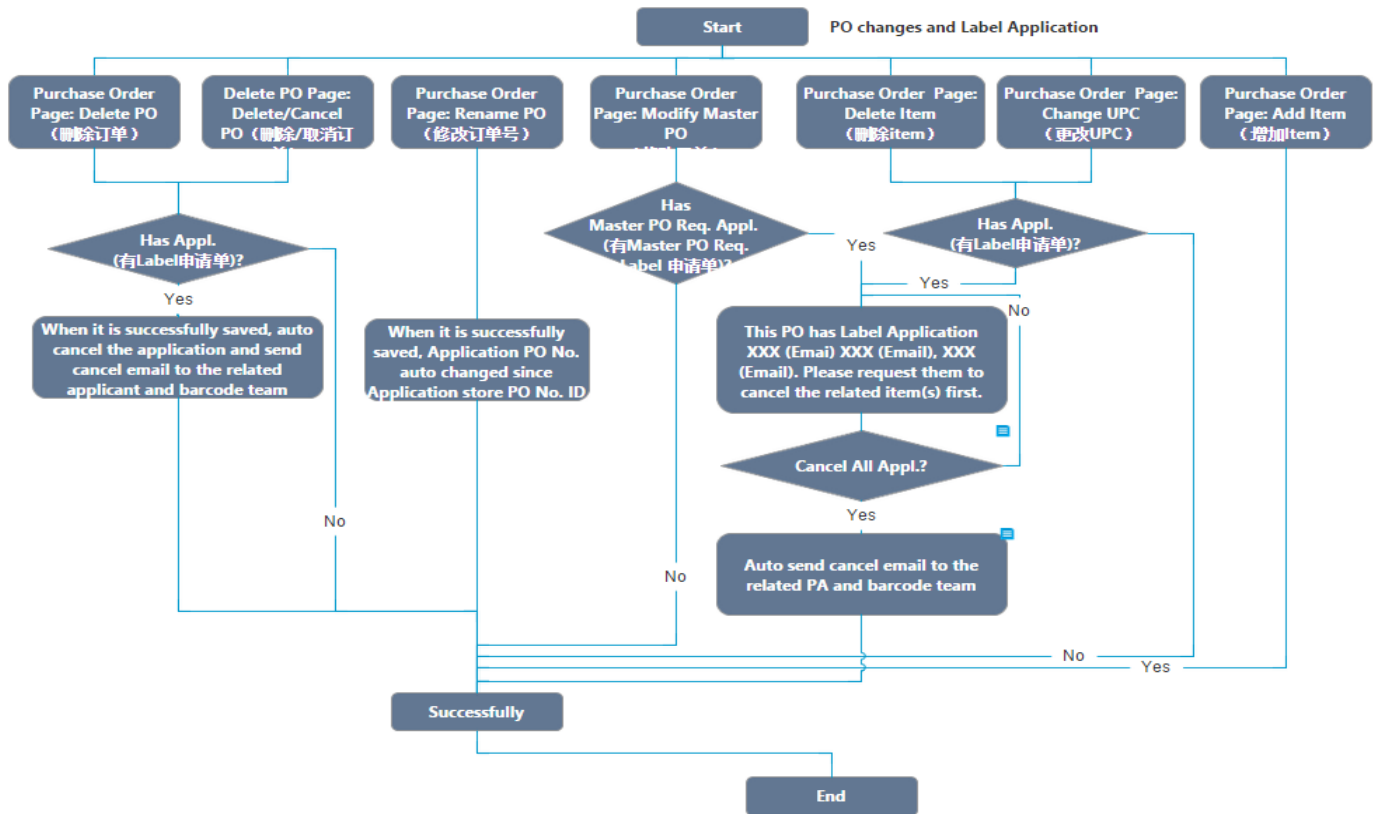


Figure 6-6 PO and Label Application relationship

- ✧ If there is a label application existing when deleting item or changing UPC or modifying Master PO, UCT Team has to manually send the cancel items request email to the applicant. Only the related item in the application is cancelled or deleted, UCT can make those changes.
- ✧ If the item is added to PO after the application is created, please submit a new label application after the same name label application has been completed.

6.3 Master PO Page

Master PO	Master PO ID	Created Date	Created By	Updated Date	Updated By
<input type="checkbox"/> meteor-test35	0000002989	9/14/2015	zhouyafei@syncsoftinc.com	9/14/2015	zhouyafei@syncsoftinc.com
<input type="checkbox"/> meteor-test34	0000002988	9/14/2015	zhouyafei@syncsoftinc.com	9/14/2015	zhouyafei@syncsoftinc.com
<input type="checkbox"/> WM-GregTest003	0000002987	9/10/2015	eechelpdesk@jlachina.com	9/10/2015	eechelpdesk@jlachina.com
<input type="checkbox"/> ALWHT-34tere	0000002986	9/9/2015	eechelpdesk@jlachina.com	9/9/2015	eechelpdesk@jlachina.com
<input type="checkbox"/> AE-test	0000002985	9/9/2015	penghouqiong@jlachina.com	9/9/2015	penghouqiong@jlachina.com
<input type="checkbox"/> WM-WM-Greg Test004	0000002984	9/9/2015	eechelpdesk@jlachina.com	9/9/2015	eechelpdesk@jlachina.com

Figure 6-7 Master PO Page

6.3.1 Modify Master PO

- 7) **Master PO**: a free text; user can type in as he/she likes.
- 8) **Master PO ID**: it's automatically generated by EEC system. It begins with 0000000001.
- 9) **Created Date**: the created date, automatically recorded by system.
- 10) **Created By**: to record the user who created the master PO.
- 11) **Delete**: Don't allow to delete master PO on Master PO Page if the master PO is used by one or more PO. When user tries to delete master PO which can't be deleted, pop up message: "Fail to delete since it's used in PO(s)."

Click Master PO for Modify

	Master PO	Master PO ID	Created Date	Created By	Updated Date	Updated By
<input type="checkbox"/>	meteor-test35	0000002989	9/14/2015	zhouyafei@syncsoftinc.com	9/14/2015	zhouyafei@syncsoftinc.com
<input type="checkbox"/>	meteor-test34	0000002988	9/14/2015	zhouyafei@syncsoftinc.com	9/14/2015	zhouyafei@syncsoftinc.com
<input type="checkbox"/>	WM-GregTest003	0000002987	9/10/2015	eechelpdesk@jlachina.com	9/10/2015	eechelpdesk@jlachina.com
<input type="checkbox"/>	ALWHT-34tere	0000002986	9/9/2015	eechelpdesk@jlachina.com	9/9/2015	eechelpdesk@jlachina.com
<input type="checkbox"/>	AE-test	0000002985	9/9/2015	penghouqiong@jlachina.com	9/9/2015	penghouqiong@jlachina.com
<input type="checkbox"/>	WM-WM-Greg Test004	0000002984	9/9/2015	eechelpdesk@jlachina.com	9/9/2015	eechelpdesk@jlachina.com

Figure 6-8

6.3.2 Search Criteria

- ✧ **Updated Begin/Updated End**: default search master PO updated in last 6 months.

6.3.3 Master PO List

- ✧ Put a check for Master PO and Click the **OK** to select **Master PO** for Purchase Order.

OK

Items:223 Page number:1/12 Paginal:20 items << < 1 2 3 4 5 6 7 8 9 10 ... > >> 1 g

	Master PO	Master PO ID	Created Date	Created By	Updated Date	Updated By
<input type="checkbox"/>	meteor-test35	0000002989	9/14/2015	zhouyafei@syncsoftinc.com	9/14/2015	zhouyafei@syncsoftinc.com
<input type="checkbox"/>	meteor-test34	0000002988	9/14/2015	zhouyafei@syncsoftinc.com	9/14/2015	zhouyafei@syncsoftinc.com
<input type="checkbox"/>	WM-GregTest003	0000002987	9/10/2015	eechelpdesk@jlachina.com	9/10/2015	eechelpdesk@jlachina.com
<input type="checkbox"/>	ALWHT-34tere	0000002986	9/9/2015	eechelpdesk@jlachina.com	9/9/2015	eechelpdesk@jlachina.com
<input type="checkbox"/>	AE-test	0000002985	9/9/2015	penghouqiong@jlachina.com	9/9/2015	penghouqiong@jlachina.com
<input type="checkbox"/>	WM-WM-Greg Test004	0000002984	9/9/2015	eechelpdesk@jlachina.com	9/9/2015	eechelpdesk@jlachina.com

Figure 6-9

7. Report

1) Click **Label Name** under **Label Mgt.** (See Figure 7-1) to Open **Label Name Page** (See Figure 7-2)



Figure 7-1 Report Page Path

Search Criteria

Report List

CH-Dept	Applicant	Name	Alter Name	Size	Label Appl. No.	PO	Req. Qty	Printed Qty	Assigned To	Printing Company	Customer	Complete Date
Furniture-1	eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0				09/01/2015 15:54:29
Furniture-1	eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0				09/01/2015 15:54:29
Furniture-1	eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0				09/01/2015 15:54:29
Furniture-1	eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0				09/01/2015 15:54:29
Furniture-1	eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0				09/01/2015 15:54:29
Furniture-1	eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0				09/01/2015 15:54:29
Furniture-1	eechelpdesk@jlachina.com	E&E Ctn 8.9x3.8cm	E&E 外箱贴	3X3.5cm (1.2"X1.4")	AL150019	-993332	28	0		E&E	Candice Olson	09/01/2015 15:43:49
Furniture-1	eechelpdesk@jlachina.com	E&E Ctn 8.9x3.8cm	E&E 外箱贴	3X3.5cm (1.2"X1.4")	AL150019	-993332	28	0		E&E	Bed Bath & Beyond	09/01/2015 15:43:49

Figure 7-2 Report Page

7.1 Search Criteria

- ❖ **CH-Dept.:** When click the icon near CH-Dept., it will open department popup window.
- ❖ **Customer:** Multiple selection.
- ❖ **Start and End:** default to previous half year.
- ❖ **Item Status:** The drop down list contains All (Default), Open, Cancelled. The search result of Printed Qty will be changed according to Item Status changes.

Sign Change

Multiple Selection

default to previous half year

Figure 7-3

7.2 Report List

- ✧ Only list application's step is complete.
- ✧ **Sort by:** Complete Date > CH-Dept. > PO.
- ✧ **Printed Qty:** It's actual Printed Qty

CH-Dept:	<input type="text"/>	Name:	<input type="text"/>	Customer:	<input type="text"/>
Applicant:	<input type="text"/>	Alter Name:	<input type="text"/>	Label Appl. No.:	<input type="text"/>
Assigned To:	<input type="text"/>	Size:	<input type="text"/>	Printed Qty:	>= <input type="text"/>
Printing Company:	<input type="text"/>	Item Status:	<input type="button" value="All"/> <input type="button" value="Open"/> <input type="button" value="Cancelled"/>		

Figure 7-4

- ✧ The search result of Printed Qty will be changed according to Item Status changes.
- ✧ E. g. If the Item Status is Open, System only calculate application whose Item status is open. If the Item Status is Cancelled, System only calculate application whose Item status is Cancelled. If the Item Status is All, Printed Qty is sum of each PO.
- ✧ Printed Qty. attains from Label Detail Page according to Printing Company.

Printed Qty.=actual Printed Qty.

CH-Dept	Applicant	Name	Alter Name	Size	Label Appl. No.	PO	Req. Qty	Printed Qty	Assigned To	Printing Company	Customer	Complete Date
Furniture--1eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0					09/01/2015 15:54:29
Furniture--1eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0					09/01/2015 15:54:29
Furniture--1eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0					09/01/2015 15:54:29
Furniture--1eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0					09/01/2015 15:54:29
Furniture--1eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0					09/01/2015 15:54:29
Furniture--1eechelpdesk@jlachina.com	USA Min Pan	5555555	3X3.5cm (1.2"X1.4")	test150019	test-042-2	0	0					09/01/2015 15:54:29

Figure 7-5 Report List

8. Where to get the help if you have question or problem

If you have any questions and issues during the process, please send email directly to eechelpdesk@jlachina.com

9. Appendix A: Label Application Page Layout Introduction

Line	Group	Item	UPC	Status	Description	Color	Size	UOM	Qty Orderd	Qty/Pack	Req. Qty
<input type="checkbox"/>	1	MS44-001-108-14	675716540357	Open	100% Polyester Microfiber Printed Comforter	Plaid	Queen: 86x90"	Piece	500	1	500
<input type="checkbox"/>	2	MS45-001-001-07	675716565213	Open	100% Polyester Microfiber Printed Comforter	Leopard	Twin/TXL: 66x90"	Piece	200	2	100
<input type="checkbox"/>	3	MS44-001-108-20	675716540265	Open	100% Polyester Microfiber Printed Comforter	Leopard	Queen: 86x90"	Piece	300	1	300

Figure 9-1

9.1 Label Info.

- ✧ **Name:** Click the **Pencil Iron** to open the **Label Selection Page**.
(See [Appendix C for Label Selection Page Layout Introduction](#))
- ✧ **Size, Alter Name, Type:** Auto generate according to the related Label Name and an only read field.
- ✧ **Finish Date:** When the application complete from Creation to Review, system will auto calculate Finish Date. Submit Date + 5 working day (excluding weekend) e. g submit date= 8/21, finish date=8/28.
- ✧ **Appl. No:** System will auto generate if Complete successfully.
- ✧ **Appl. No. format:** {Prefix} + {Year} + {NNNN}. Year=2digits, NNNN=4 numbers. If PO No has dash "-", Prefix=PO No Prefix (characters before "-") e.g. PO= WM-150541C, Appl. No. = WM150001. Otherwise it's Cust. Short Name, e.g. PO=150723, Cust. Short Name = HRS, Appl. No. = HRS150001
- ✧ **PO, Master PO and Master PO ID:** System will auto bring according to the selected Purchase Order. (See [Master PO in the Purchase Order](#))

9.2 Function Button

- ✧ **Save:** allow the user to save selected Label Name and save Req. Qty and Ticket Price. The Initialization Button and Complete Button will be visible after the application is successfully saved. (See Figure 9-2)



Figure 9-2

- ✧ **Initialization:** Click it and system will pop up the **Initialization Page**. (See Figure 9-3)
Req. Qty = Qty Ordered × Ratio ÷ Qty/Pack

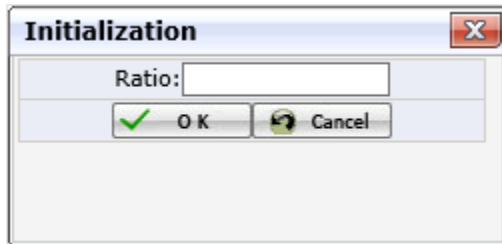


Figure 9-3 Initialization Page

- ✧ **Complete:** If complete successfully, the Cancel Button will be visible and the Save, the Complete Button, Initialization Button will be hidden.(See Figure 9-4)



Figure 9-4

- ✧ **Cancel:** It is multiple selection. If items are cancelled successfully, the Item Status will change to Cancelled and system will auto send Email. (See [Appendix D for Email Page Layout Introduction](#))

Line	Group	Item	UPC	Status	Description	UOM	Qty Ordered	Qty/ Pack	Ticket Price (\$)	Req. Qty
1		MS35-001-822-01	675716630454	Open	100% Polyester Microfiber Print BNB	Piece	1000	1	19.99	3001
2	1	MS35-001-822-03	675716630478	Open	100% Polyester Microfiber Print BNB	Piece	2000	1	29.99	3001
3	1	MS35-001-822-07	675716634520	Open	100% Polyester Microfiber Print BNB	Piece	3000	1	39.99	0
4		MS35-001-822-02	675716630461	Cancelled	100% Polyester Microfiber Print BNB	Piece	4000	1	49.99	0

Figure 9-5

✧ **Delete:** Allow to delete the application when the step is Creation

Label Application

Name: E&E Ctn 8.9x3.8cm Size: 3X3.5cm(1.2"X1.4") Appl. No.: WM150022 Step: Creation

Alter Name: E&E 外補貼 Type: Carton Finish Date:

PO: WM-150141F-MU Master PO: Master PO ID:

Buttons: New, Save, Delete, Complete, Initialization

Line	Group	Item	UPC	Status	Description	UOM	Qty Orderd	Qty/Pack	Req. Qty
1	1	MS45-001-001-03	675716565329	Open	100% Polyester Microfiber Solid Comforter	Piece	1,500	2	750
2	1	MS45-001-001-02	675716565282	Open	100% Polyester Microfiber Solid Comforter	Piece	1,300	2	650
4		MS15-001-133-07	675716593582	Open	100% Polyester Microfiber Solid Reversible Comforter	Piece	700	1	700

Figure 9-6

9.3 Item List

Multiple Selection Mixed items Item Status

Line	Group	Item	UPC	Status	Description	UOM	Qty Ordered	Qty/ Pack
1		MS35-001-822-01	675716630454	Open	100% Polyester Microfiber Print BNB	Piece	1000	1
4		MS35-001-822-02	675716630461	Open	100% Polyester Microfiber Print BNB	Piece	2000	2
2	1	MS35-001-822-03	675716630478	Open	100% Polyester Microfiber Print BNB	Piece	3000	1
3	1	MS35-001-822-07	675716634520	Open	100% Polyester Microfiber Print BNB	Piece	4000	1

Figure 9-7 Item List

- ✧ **Mixes Items:** If group is not blank, system will not allow enter Req. Qty > 0 due to label application does not support the mixed items.
- ✧ Default sort is by Line No.
- ✧ If Save successfully, Req. Qty and Ticket Price will appear. (See Figure 9-8). Ticket Price only appears when the selected label required Ticket Price.

UOM	Qty Orderd	Qty/Pack	Ticket Price(\$)	Req. Qty
Piece	74	6		12
Piece	74	6		12
Piece	74	6		12
Piece	74	6		12
Piece	74	6		12
Piece	74	6		12
Piece	74	6		12
Piece	26	6		

Figure 9-8 Table change

10. Appendix B: Label Review Page Layout Introduction

The screenshot shows the Label Review Page interface. Three callouts point to specific areas: 'Appl. Info.' points to the top form fields, 'Function Button' points to the 'CH-Dept.' dropdown menu, and 'Appl. List' points to the main data table below.

Appl. No.	PO	Master PO	Step	Size	Name	Alter Name	Finish Date	Appl. Date	Applicant	CH-Dept	Req. Qty	Printing Company	Assigned To	Last Updated	Updated By
test150015	test-051	333323	Review	3X3.5cm (1.2"X1.4")	HH Furniture 016	HH窗帘2	9/3/2015	8/28/2015	eechelpdesk@jlachina.com	Furniture-1	0	Tianle		9/2/2015	sunxiaoh@jlachina.com
test150010	test-042	boxx	Review	3X3.5cm (1.2"X1.4")	LeeTest167766	wer222221	9/5/2015	8/31/2015	eechelpdesk@jlachina.com	Furniture-1	0			8/31/2015	zhouyafei@syncsoftinc.com
MP150011	MP-141281		Review	3X3.5cm (1.2"X1.4")	HH Furniture 016	HH窗帘2	9/7/2015	9/1/2015	eechelpdesk@jlachina.com	BOX-2	0			9/1/2015	eechelpdesk@jlachina.com
MP150012	MP-150127		Review	3X3.5cm (1.2"X1.4")	LeeTest167766	wer222221	9/8/2015	9/2/2015	eechelpdesk@jlachina.com	Source-2	0			9/2/2015	eechelpdesk@jlachina.com
meteor150029	meteor-label test15	metoer01	Review	3X3.5cm (1.2"X1.4")	E&E Ctn 8.9x3.8cm	E&E 外箱 贴	9/11/2015	9/6/2015	zhouyafei@syncsoftinc.com	Furniture-1	555	E&E		9/6/2015	zhouyafei@syncsoftinc.com
meteor150030	meteor-label test16	metoer01	Review	3X3.5cm (1.2"X1.4")	E&E Ctn 8.9x3.8cm	E&E 外箱 贴	9/11/2015	9/6/2015	zhouyafei@syncsoftinc.com	Furniture-1	555	E&E		9/6/2015	zhouyafei@syncsoftinc.com

Figure 10-1 Label Review Page

10.1 Appl. Info.

- ◇ **Step:** It is one selection.
- ◇ **Assigned To:** Default to Default. The Default means the Appl. No has not been assigned to and has assigned to the person who is using at current (See Figure 10-2)

This close-up shows the 'Assigned To' dropdown menu in the Label Review Page. The 'Assigned To' field is highlighted with a red box, and the dropdown menu is open, showing 'Default' as the selected option.

Figure 10-2

- ◇ **CH-Dept.:** Click it to open Select Department Page (See Figure 10-3)

The screenshot shows the Select Department Page. It includes a search bar, a table of departments, and a 'Select' button for each row. The 'Select' button for the first row is highlighted with a red box.

Department Name	Alter Name	Sub Company	Status
Select 123	ds	Furniture	Active
Select Apparel	服装部	SYNC Technology	Active
Select Bang-3	Bang-3	Big Bang	Active
Select Basic-1	Basic-1	Beyond Basic	Active
Select Basic-3	Basic-3	Great Land	Active
Select Basic--4	Basic-4	Beyond Basic	Active

Figure 10-3 Select Department Page

10.2 Function Button

- ✧ **Complete:** Change **Step** from **Review** to **Complete**. System will auto send notified Email (See Figure 14-2 Email for Complete)
- ✧ **Reverse:** one selection and allow to reverse the application to previous step.

10.3 Appl. List

- ✧ **Red Flag:** Display it when Finish Date - Today <=2, No print date, step <> complete.
- ✧ **Checkbox:** One selection.
- ✧ **Default sort:** Red Flag, Finish Date, Step.

	Appl. No.	PO	Master PO	Step	Size	Name	Alter Name	Finish	Appl. Date	Applicant	CH Dept	Req. Qty	Printing Company	Assigned To	Last Updated	Updated By
<input checked="" type="checkbox"/>	WM150001	WM-150541C-1	WM-150541C	Creation	8.9x3.8cm (3.5"x1.5")	E&E 8.9x3.8cm	E&E外箱陆	7/18/2015	7/18/2015	pengpingping@jlachina.com	BOX-1	1000	Hangzhou Tianle Color Printing Pack Co., LTD	shenfangdi@scmhome.com	7/10/2015	shenfangdi@scmhome.com
<input type="checkbox"/>	WM150002	WM-150541C-1	WM-150541C	Complete	8.9x3.8cm (3.5"x1.5")	E&E 8.9x3.8cm	E&E外箱陆	7/18/2015	7/18/2015	pengpingping@jlachina.com	BOX-1	1000	Hangzhou Tianle Color Printing Pack Co., LTD		7/10/2015	pengpingping@jlachina.com
<input type="checkbox"/>	WM150003	WM-150735A	WM-150735A	Creation	8.9x3.8cm (3.5"x1.5")	E&E 8.9x3.8cm	E&E外箱陆	7/10/2015	7/10/2015	pengpingping@jlachina.com	BOX-1	2000	Hangzhou Tianle Color Printing Pack Co., LTD		7/10/2015	pengpingping@jlachina.com
<input type="checkbox"/>	WM150004	WM-150735B	WM-150735B	Complete	8.9x3.8cm (3.5"x1.5")	E&E 8.9x3.8cm	E&E外箱陆	7/15/2015	7/15/2015	liqianqian@scmhome.com	BOX-1	1000	Hangzhou Tianle Color Printing Pack Co., LTD	shenfangdi@scmhome.com	7/10/2015	shenfangdi@scmhome.com
<input type="checkbox"/>	KL150001	KL-150708	KL-150708	Creation	3.5x5cm (1.4"x2.0")	KL 3.18x1.9cm		10/1/2015	10/1/2015	liqianqian@scmhome.com	BOX-3	2000	Hangzhou Tianle Color Printing Pack Co., LTD		7/10/2015	liqianqian@scmhome.com
<input type="checkbox"/>	KL150002	KL-150708	KL-150708	Complete	3.6x2.2cm (1.4"x0.9")	KL 3.18x1.9cm		9/1/2015	9/1/2015	liqianqian@scmhome.com	BOX-3	1000	Hangzhou Tianle Color Printing Pack Co., LTD		7/10/2015	liqianqian@scmhome.com
<input type="checkbox"/>	KL150003	KL-150707	KL-150707	Complete	8.9x3.8cm (3.5"x1.5")	KL 3.18x1.9cm		8/20/2015	8/20/2015	pengpingping@jlachina.com	BOX-2	2000	E&E		7/10/2015	pengpingping@jlachina.com

Figure 10-4

11. Appendix C: Label Selection Page Layout Introduction. (See Figure 11-1)

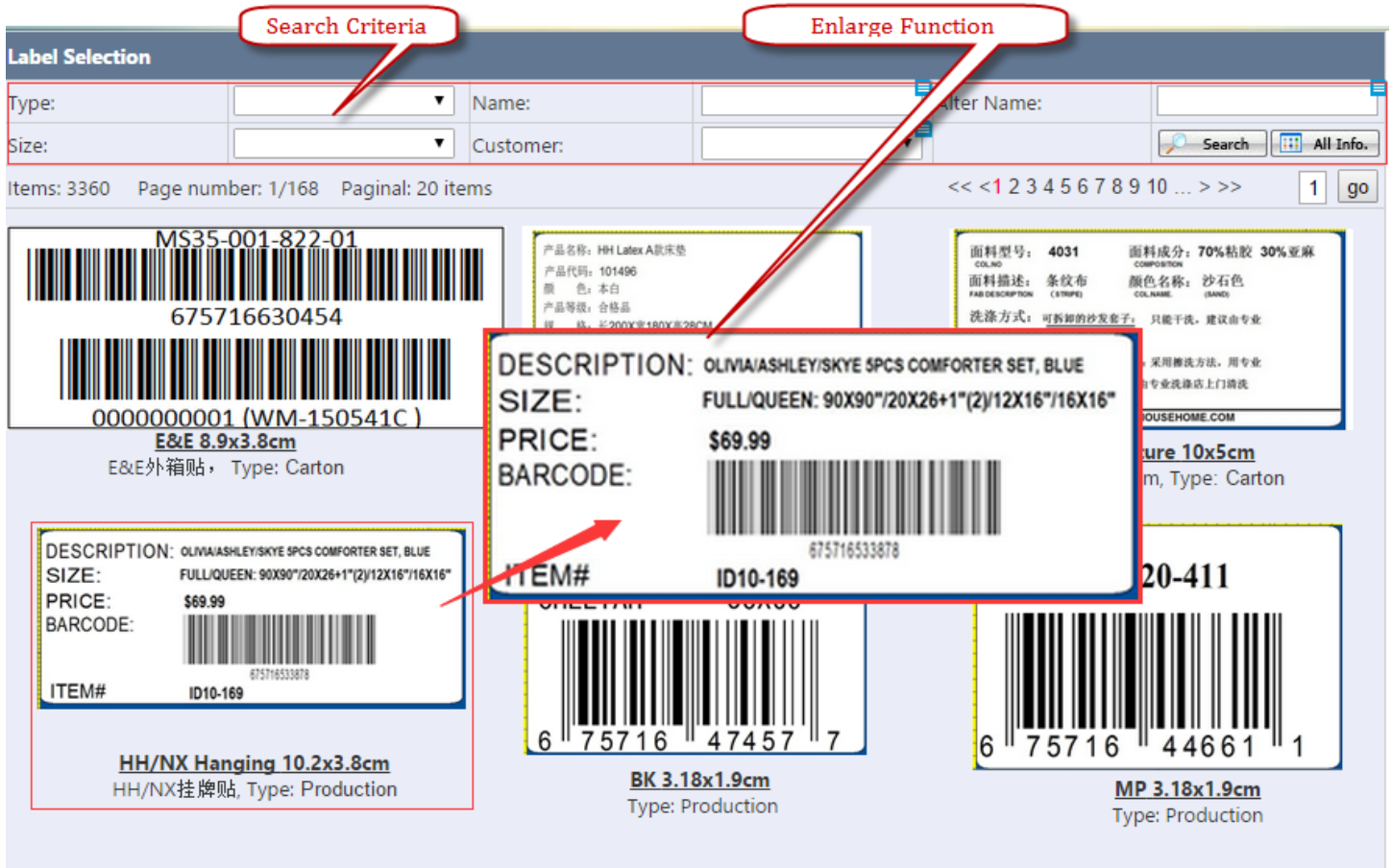


Figure 11-1 Label Selection Page

11.1 Search Criteria

◇ **Customer:** Default to the selected PO customer and it is multiple selection.(See Figure 11-2)

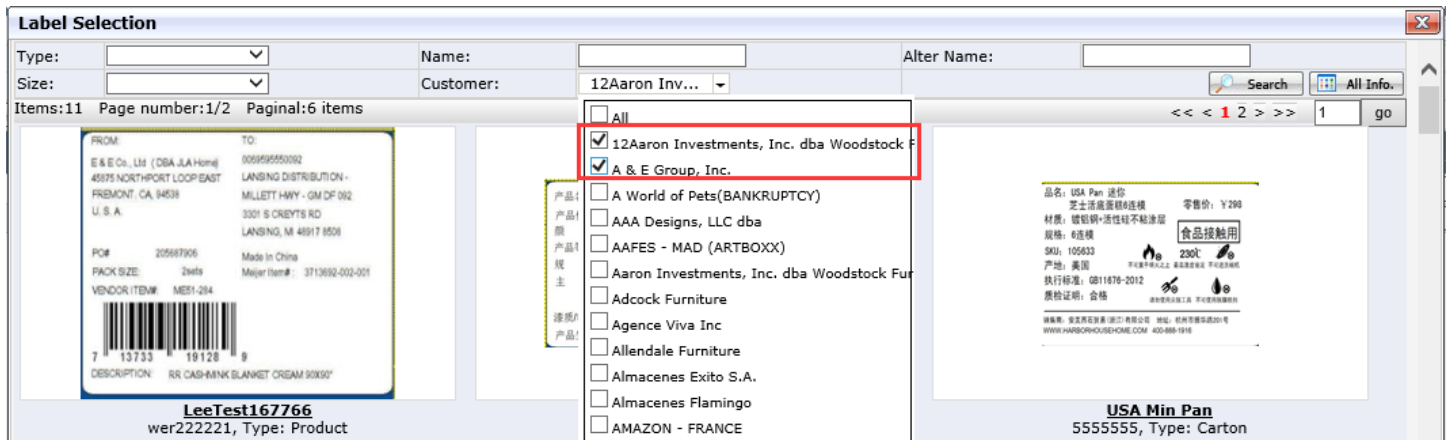


Figure 11-2 Label Selection

11.2 Enlarge Function

- ✧ Cursor move on the picture and system will auto pop the enlarged Picture (enlarge 1.5—2 times) in the best suitable position. (See Figure 11-1 Label Selection Page)

12. Appendix D: Label Detail Page Layout Introduction.

12.1 Label Detail Info.

- ✧ **Printing Complete and Assigned To:** It is required.
- ✧ **Finish Date:** If **Printing Company** is the Third Printing Company, it is allowed to be modify; otherwise, it is grayed out.
- ✧ Other information will get from **Appl. No.**

Printing Company: *	<input type="text"/>	Assigned To: *	<input type="text"/>	Finish Date:	<input type="text"/>	Appl. No.:	WM150001
Name:	E&E8.9x3.8cm	Size:	8.9x3.8cm (3.5"x1.5")	Step:	Review	PO:	WM150001
Alter Name:	E&E外箱贴	Type:	Carton	Master PO:	WM-150541C	Master PO ID:	000000001

Figure 12-1

12.2 Function Button

- ✧ **Save:** Only **Printing Company** and **Assigned To** is selected can save successfully. If saving successfully, other **Buttons** will appear.



Figure 12-2

- ✧ **All Preview:** Pop up PDF file ([See Appendix E for Label PDF Page Layout Introduction](#))
- ✧ **Print All:** Print all items Label.
- ✧ **Print:** Use to print individual item. If the New Print Qty is changed and the sum (=New Print Qty + Printed Qty)>Req. Qty, click it and system will warn "The summary of Printed Label is over the Req. Qty, Are you sure to continue?" If the No. <0, Default to blank. (See Figure 12-3).

Print Label			
Item:	ERIC-001	Req. Qty:	4
Printed Qty:	0	New Print Qty:	4
		<input type="button" value="Print"/>	<input type="button" value="Cancel"/>

Figure 12-3 Print Label

- ✧ **Reverse:** Change from Review to Creation.
- ✧ **Complete:** Change **Step** from **Review** to **Complete** and auto send notification Email (See Figure 14-2 Email for Complete).
- ✧ **Email:** It is visible when the **Printing Company** is the **Third Printing Company**. It is used to send Email (See Figure 14-3 Email for the third printing company).

12.3 Item List

- ✧ **Default sort:** By item line No.
- ✧ **Plus Iron:** When click it, system will open the print detail which includes Req. Qty, Printing By, Printing Date.
- ✧ **Item No. Hyperlink:** Open this item zebra printed PDF Preview.

	Line	Item	UPC	Status	Description	Ticket Price(\$)	Req. Qty	Printed Qty	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<u>ERIC-001</u>	675716624682	Cancelled	300TC Dobby Skirted Fiber Bed	33.00	100	133
		Printed Qty		Printed By		Printed Date			
		100 eechehelpdesk@jachina.com		8/24/2015 1:18:17 PM					
		0 eechehelpdesk@jachina.com		8/24/2015 1:18:30 PM					
		11 eechehelpdesk@jachina.com		8/24/2015 1:18:35 PM					
		22 eechehelpdesk@jachina.com		8/24/2015 1:18:43 PM					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	<u>ERIC-002</u>		Cancelled	300TC Dobby Skirted Fiber Bed	33.00	120	120
	<input type="checkbox"/>	3	<u>1111610</u>	086569259370	Cancelled	CHESAELUX COASTAL PANELS-ASST.	33.00	80	0
	<input type="checkbox"/>	4	<u>11266110Q</u>	086569427267	Cancelled	COASTAL PANEL	43.20	160	0
	<input type="checkbox"/>	5	<u>11314501QW1</u>	086569439918	Cancelled	NATURE AND DANCE - 2 PACK	11.60	200	0
	<input type="checkbox"/>	6	<u>11314501QW1</u>	086569439918	Cancelled	NATURE AND DANCE - 2 PACK	11.60	180	0
	<input type="checkbox"/>	7	<u>11536410Q</u>	086569491800	Cancelled	FLORAL 3 C	52.80	300	0

Figure 12-4 Item List

13. Appendix E: Label PDF Page Layout Introduction.

✧ If the Printing Company is E&E, the All Preview like this:

E&E PDF: one page can have multiple different items and each item label count=1.

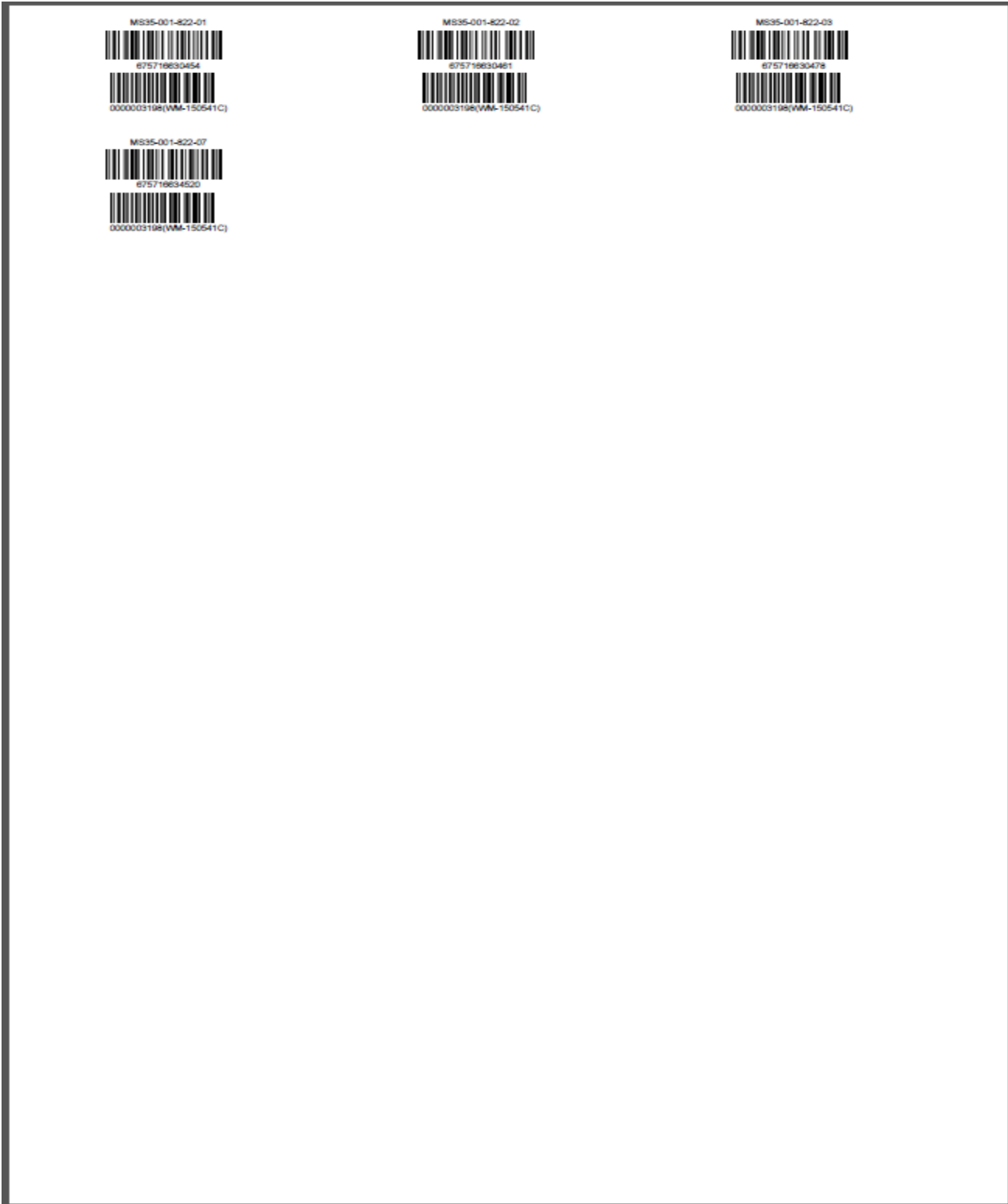


Figure 13-1 EE PDF View

✧ **If the Printing Company is the Third Printing Company, the All Preview like this:**
Third Printing company PDF: A3 Paper (30x42cm) list 3x10=30 same item labels.



Figure 13-2 Third Printing Company PDF View

14. Appendix F: Email Page Layout Introduction.

14.1 Cancelled items Email

- ✧ If cancel successfully, system will auto send to the related applicant.
- ✧ Whether Ticket Price exist or not depending on the category of Application. E.g. If there is Ticket Price in the Application, the content of Email includes Ticket Price.

Send To... bc@scmhome.com
Cc...
Subject Canceled Items for Label Appl. No. WM-150001!

Dear {Applicant Assign To Name},

The below items for Label Appl. No. WM-150001 has been cancelled (如下款号的打印申请已经被取消):

Appl. No. (申请单号):	WM-150001	Printing Company (打印公司):	Dear Le Tian CO. LTD	Name (条码英文名):	E&E 8.9x3.8cm
PO (订单号):	WM-150541C-1	Step (步骤):	Review	Alter Name (条码中文名):	E&E 8.9x3.8c 箱贴

Item (款号)	UPC (商品条码)	Ticket Price (\$) (价格)	Req. Qty (申请的打印数量)	Printed Qty (实际的打印数量)
MS35-001-822-01	675716630454	88.88	650	650
MS35-001-822-02	675716630454	66.68	1500	0

This is an automatically generated email and please do not reply to it. (本邮件是系统自动发送邮件,请您不要直接回复本邮箱)

Figure 14-1 Email for Cancelled items

14.2 Complete Email

- ✧ Applicant Name and Address will reset according to the applicant.
- ✧ Whether Ticket Price exist or not depending on the category of Application. E.g. If there is Ticket Price in the Application, the content of Email includes Ticket Price.

Send To... applicantemail@scmhome.com
Cc...
Subject Label Appl. WM-150001 has been printed!

Dear {Applicant Name},

Label Appl. No. WM-150001 for PO WM-150541C-1 has been printed. Please come to pick it up next day.

Name (条码英文名):	E&E 8.9x3.8cm	Size (尺寸):	8.9x3.8cm (3.5"x1.5")	Appl. No. (申请单号):	WM-150001
Alter Name (条码中文名):	E&E 8.9x3.8c 箱贴	Finish Date (交期):	7/18/2015	PO (订单号):	WM-150541C-1

Item (款号)	UPC (商品条码)	Req. Qty (申请的打印数量)	Ticket Price (\$) (价格)
MS35-001-822-01	675716630454	650	88.8
MS35-001-822-02	675716630454	1500	66.6

This is an automatically generated email and please do not reply to it. (本邮件是系统自动发送邮件,请您不要直接回复本邮箱)

Best Regards,

条码室
山臣家居(浙江)有限公司
SCM Home (Zhejiang) Co.,Ltd
TEL: 86-571-85390539 ext 52296
EMAIL: bc@scmhome.com

Figure 14-2 Email for Complete

14.3 Third Printing Company Email

- Whether Ticket Price exist or not depending on the category of Application. E.g. If there is Ticket Price in the Application, the content of Email includes Ticket Price.

WM-150001 Label Print Request (打印条码的申请) - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

To... 517624409@QQ.COM
Cc...
Subject WM-150001 Label Print Request (打印条码的申请)
Attached WM150001.pdf

Dear Le Tian CO. LTD (杭州乐天彩印包装有限公司),

Please print Labels as below: (请打印如下条码)

Name (条码英文名):	E&E 8.9x3.8cm	Size (尺寸):	8.9x3.8cm (3.5"x1.5")	Appl. No. (申请单号):	WM150001
Alter Name (条码中文名):	E&E 8.9x3.8c 箱贴	Finish Date (交期):	7/18/2015	PO (订单号):	WM-150541C-1

Item (款号)	UPC(商品条码)	Color (颜色)	Size (尺寸)	Req. Qty (申请的打印数量)	Ticket Price (\$) (价格)
MS35-001-822-01	675716630454	Leopard	20x26"(2)	650	88.8
MS35-001-822-02	6.75717E+11	Leopard	20x26"(2)	1500	66.6

This is an automatically generated email and please do not reply to it. Should you have a question regarding your label requests, please contact bc@scmhome.com.
(本邮件是系统自动发送邮件,请您不要直接回复本邮箱)

Best Regards,

条码室
山臣家居(浙江)有限公司
SCM Home (Zhejiang) Co.,Ltd
TEL: 86-571-85390539 ext 52296
EMAIL: bc@scmhome.com

Figure 14-3 Email for the third printing company

14.4 Delete or Cancel PO Email

- Whether Ticket Price exist or not depending on the category of Application. E.g. If there is Ticket Price in the Application, the content of Email includes Ticket Price.
- The user name will reset according to the applicant.
- If there has not been assigned to, only appear Applicant Name.

To... applicantemail@scmhome.com; bc@scmhome.com
Cc...
Subject Cancelled Items for Label Appl. No. WM-150001!

Dear {Applicant Name} and {Application Assigned To},

The below items for Label Appl. No. WM-150001 has been cancelled (如下款号的打印申请已经被取消):

Appl. No. (申请单号):	WM-150001	Printing Company (打印公司):	Dear Le Tian CO. LTD	Name (条码英文名):	E&E 8.9x3.8cm
PO (订单号):	WM-150541C-1	Step (步骤):	Review	Alter Name (条码中文名):	E&E 8.9x3.8c 箱贴

Item (款号)	UPC(商品条码)	Ticket Price (\$) (价格)	Req. Qty (申请的打印数量)	Printed Qty (实际的打印数量)
MS35-001-822-01	675716630454	88.88	650	650
MS35-001-822-02	675716630454	66.68	1500	0

This is an automatically generated email and please do not reply to it. (本邮件是系统自动发送邮件,请您不要直接回复本邮箱)

Figure 14-4 Email for delete in Purchase Order or Delete POs Page

15. Appendix F: Label Name Layout Introduction.

15.1 Label Name Info.

- ✧ **Name, Size, Type:** a required field.
- ✧ **Alter Name:** an optional field and not allow duplication.
- ✧ **Customer:** an optional field and multiple selection.
- ✧ **Master PO Req.:** If it is checked, PO is required to have Master PO No.
- ✧ **Ticket Price Req.:** Default no check. When it is check, the related Label Application will show Ticket Price on Label Application and Ticket Price is a required field.

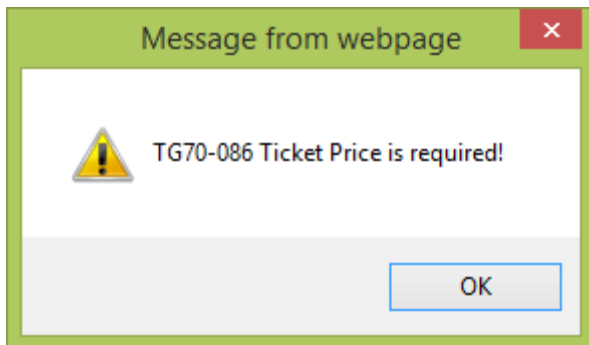


Figure 15-1

- ✧ **Active:** default no check. If it is checked, it will show label selection page.

15.2 Function Button

- ✧ **Save:** Once it is saved successfully, it will display upload picture in the top right corner.
- ✧ **New:** Create a new label Name.
- ✧ **Configuration:** Click this Button, system will open the Configuration Label Page.



Figure 15-2

- ✧ **Configuration Label Page (See Figure 15-3 Configuration Label Page)**
Only Configure Label Page is successfully saved, user can put the check for active. Otherwise, it will give the message "Fail to save due to missing label configuration.
- ✧ **Label Class:** an optional field and it is used to confirm what the content of the selected label is.
- ✧ **Label Template:** an optional field and it is used to confirm where the every part of label content is put.
- ✧ **PDF Class:** A optional field
- ✧ **PDF Template:** A optional field

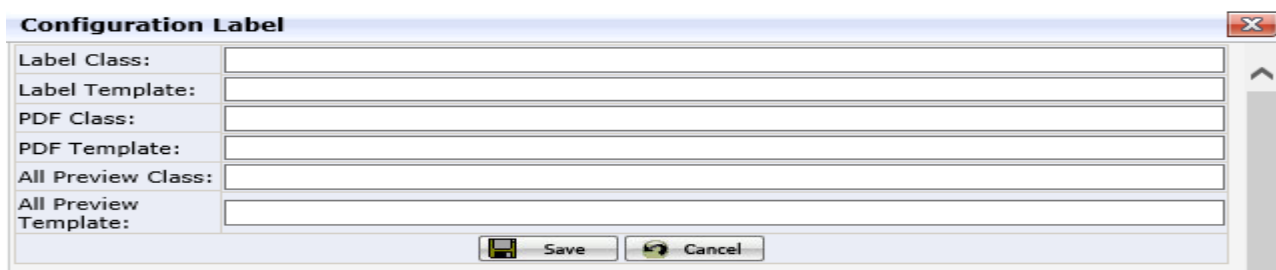


Figure 15-3 Configuration Label Page

15.3 Search Criteria

✧ **Customer:** It is allowed to select multiple customers.

The screenshot shows a search criteria form with fields for Name, Size, Label Name Status, Ticket Price Req., Alter Name, and Type. The 'Customer' dropdown is open, showing a list of customers with checkboxes. Three customers are selected: '12Aaron Investments, Inc. dba Woodstock Furniture', 'A & E Group, Inc.', and 'A World of Pets(BANKRUPTCY)'. A red callout bubble points to these selections with the text 'Multiple Selection'.

Figure 15-4

15.4 Label Name List

- ✧ **Delete:** Once it is used by any application and cannot be deleted and warning message "Failed to delete since it has been used." Otherwise, it is allowed to delete.
- ✧ **Select:** Select **Label Name** to modify.

		Name	Size	Type	Ticket Price Req.	Status	Customer	Last Updated Date	Last Updated By
Select	Delete	HOF 38*25	10X3.8cm(4*X1.5")	Product	Yes	Inactive	Homesense	8/27/2015	sunxiaoh@jlachina.com
Select	Delete	test7	3X3.5cm(1.2*X1.4")	Other	No	Active		8/27/2015	eechelpdesk@jlachina.com
Select	Delete	test5	10X3.8cm(4*X1.5")	Other	No	Active		8/27/2015	sunxiaoh@jlachina.com
Select	Delete	test4	10X3.8cm(4*X1.5")	Product	No	Active		8/27/2015	sunxiaoh@jlachina.com
Select	Delete	test3	10X3.8cm(4*X1.5")	Carton	No	Active		8/19/2015	zhouyafei@syncsoftinc.com
Select	Delete	test2	10X3.8cm(4*X1.5")	Carton	No	Inactive	12Aaron Investments, Inc. dba Woodstock Furniture A & E Group, Inc. A World of Pets(BANKRUPTCY)...	8/28/2015	eechelpdesk@jlachina.com
Select	Delete	test1	10X3.8cm(4*X1.5")	Carton	No	Active		8/19/2015	zhouyafei@syncsoftinc.com
Select	Delete	dba	3X3.5cm(1.2*X1.4")	Carton	No	Inactive	12Aaron Investments, Inc. dba Woodstock Furniture A & E Group, Inc.	8/19/2015	zhouyafei@syncsoftinc.com
Select	Delete	HH Furniture 10x5cm	3X3.5cm(1.2*X1.4")	Carton	No	Inactive		8/18/2015	sunxiaoh@jlachina.com
Select	Delete	HH Furniture 016	3X3.5cm(1.2*X1.4")	Carton	Yes	Active		9/1/2015	eechelpdesk@jlachina.com
Select	Delete	HH Furniture 10.2x3.8cm	3X3.5cm(1.2*X1.4")	Product	No	Active	Bambury BJ's Wholesale Club BonTon Stores, Inc....	8/20/2015	eechelpdesk@jlachina.com

Figure 15-5

✧ **Customer:** If having more than three customers, there will appear three dots. The user can select Label Name to view all selected customers.

Label Name

Name: test1 Alter Name: test1

Size: 3X3.5cm(1.2"X1.4") Type: Carton

Customer: A World of P... Ticket Price Req.:

Active: All

12Aaron Investments, Inc. dba Woodstock Furniture

A & E Group, Inc.

A World of Pets(BANKRUPTCY)

AAA Designs, LLC dba

AAFES - MAD (ARTBOXX)

Aaron Investments, Inc. dba Woodstock Furniture

Adcock Furniture

Agence Viva Inc

Allendale Furniture

Almacenes Exito S.A.

Almacenes Flamingo

AMAZON - FRANCE

AMAZON - GERMANY

AMAZON - ITALY

AMAZON - SPAIN

AMAZON - UNITED KINGDOM

Amazon Fulfillment Services (DI)

Amazon Pets

Ambiance at Home

Ambrosia Interior Design Inc.

American Dawn, Inc.

Item#103595 Leather Knit Pillow Cover L12X17.5 DUMMIES

100% LEATHER

SEE CARE LABEL FOR WASHING INSTRUCTIONS

真皮编毯靠垫 35462146234

200%真皮

产地: 中国

零售价: 1680 ¥

Made in Hangzhou, Zhejiang, P.R.China

WWW.HARBORHOUSEHOME.COM

Select	Delete	Ticket Price Req.	Status	Customer	Last Updated Date	Last Updated By
<input type="checkbox"/>	<input type="checkbox"/>	Yes	Inactive	Homesense	9/2/2015	eechelpdesk@jlachina.com
<input type="checkbox"/>	<input type="checkbox"/>	No	Active		8/27/2015	eechelpdesk@jlachina.com
<input type="checkbox"/>	<input type="checkbox"/>	No	Active		8/27/2015	sunxiaoh@jlachina.com
<input type="checkbox"/>	<input type="checkbox"/>	No	Active		8/27/2015	sunxiaoh@jlachina.com
<input type="checkbox"/>	<input type="checkbox"/>	No	Active		8/19/2015	zhouyafei@syncsoftinc.com
<input type="checkbox"/>	<input type="checkbox"/>	No	Inactive	12Aaron Investments, Inc. dba Woodstock Furniture A & E Group, Inc. A World of Pets(BANKRUPTCY)...	8/28/2015	eechelpdesk@jlachina.com
<input type="checkbox"/>	<input type="checkbox"/>	No	Active		9/2/2015	eechelpdesk@jlachina.com
<input type="checkbox"/>	<input type="checkbox"/>	No	Inactive	12Aaron Investments, Inc. dba Woodstock Furniture A & E Group, Inc.	8/19/2015	zhouyafei@syncsoftinc.com
<input type="checkbox"/>	<input type="checkbox"/>	No	Inactive		8/18/2015	sunxiaoh@jlachina.com
<input type="checkbox"/>	<input type="checkbox"/>	Yes	Active		9/1/2015	eechelpdesk@jlachina.com
<input type="checkbox"/>	<input type="checkbox"/>	No	Active	Bambury BJ's Wholesale Club BonTon Stores, Inc....	8/20/2015	eechelpdesk@jlachina.com

Figure 15-6