



# ORDER ENTRY

## STEP 1:

START A NEW CART. YOUR MATERIAL CODE SHOULD ALWAYS BE CBNITEM OR CBNINSTALL.

\*PLEASE DO NOT USE AN NSP\*

## STEP 2:

USE VENDOR #1030740. THE MANUFACTURER PART NUMBER SHOULD BE THE CODE FROM YOUR EXCEL WORKSHEET **OR** YOUR QUOTE NUMBER.

- WHEN USING AN ESTIMATE, THAT QUOTE NEEDS TO BE ATTACHED TO QOE FOR THE BUYER

IN THE NOTES FOR VENDOR-PO TEXT SECTION PLEASE INCLUDE THE FOLLOWING CONTACT INFORMATION:

- SALES PRO NAME
- SALES PRO EMAIL
- PHONE NUMBER

YOU SHOULD ALSO INCLUDE ANY ARTWORK EDITS OR INSTALLATION CONTACTS IF THAT HASN'T ALREADY BEEN PROVIDED.

- IF ARTWORK HAS ALREADY BEEN APPROVED, THAT PROOF NEEDS TO BE ATTACHED IN QOE.
- LWO IS NO LONGER NEEDED

## STEP 3:

ATTACH ALL LOGOS AND RELATED MATERIAL.

\*DO NOT LEAVE ANY NOTES IN THE QOE CART INTERNAL NOTES. WE WILL NOT SEE ANYTHING HERE\*

New Cart

Customer Detail Order Info **Item Detail** Summary

Previous Search Next Save/Park Cancel

cbnitem Vendor Item Create NSP

Description

Brand

New Cart

Customer Detail Order Info **Item Detail** Summary

Previous Add Item Add Item/Summary

Merch Total: \$0.00  
Product GM: 0.00%

No Image

CBNITEM EA  
Manufacturer Vendor Number  
1030740 FANAKTIVE MARKETING LLC

Manufacturer Part Number  
FANALU

NSP Description  
18 x 18 Eagle Head

Vendor Name  
FANAKTIVE MARKETING LLC

Vendor #  
1030740

Qty (EA)  
1

Cost  
42

Your Price (Cost: S/Catalog: \$0.00)  
70

Shipping Info: This product normally ships by FedEx.

Availability:  
 Drop Ship  
DS

Notes for Vendor - PO Text

Kari Lorenz  
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QOE Cart Internal Notes

Last changed by: Justin Bach  
Last changed on: 09/14/2021 15:38:37

Attachments

Upload

Name	Date	Time
no uploads		



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IF YOUR ART DESCRIPTION NOTES REQUIRE SOME EXTRA EXPLANATION FEEL FREE TO SEND AN E-MAIL TO [FANAKTIVEWI@FANAKTIVE.COM](mailto:FANAKTIVEWI@FANAKTIVE.COM) LISTING YOUR CLIENTS NEEDS.  
HERE IS AN EXAMPLE OF THE FORMAT THAT WORKS BEST:

Below are the art instructions for this order:

#### 6MM PVC – Seating Area Signage

96 x 30

QTY: 4

Can keep them pretty simple, but thinking a purple base with gold outline. Possibly some sort of watermark if that works, or just a bit of a design on the board?

Text for signs:

Sign 1: Home Adults

Sign 2: Visiting Adults

Sign 3: Home Students

Sign 4: Visiting Students

#### 6MM PVC – Signage above doors

76 x 23

Qty: 2

Can use the same style of set up as the seating area signage above

Sign 1: Adult Spectator Entrance

Sign 2: Student Spectator Entrance

\*\*\* For the 3 signs below, she sent over the "Misc. Signs" PDF with the info and very rough mock up for each board. Please use the same motif as on 304020793 attached for these.

#### 6 MM PVC – Emergency phone

17 x 17

Qty 1

#### 6MM PVC – First aid sign

17 x 9

QTY 1

#### 6MM PVC – Max Bather Load

17 x 17

QTY 1