



**nSite Order Processing**

**eCounter**

**Form TPI – 1141E**

**October 2015**

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## Publication History

Date	Revision Number	Contributor	Revision Notes
10/22/2015	1.0	Brandon Lueken	Original
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## Introduction

nSite was developed to enable an eCounter user to store and maintain a stock order within eCounter. The nSite order can be used to generate an automatic replenishment from your Motorcraft supplier. The stock order is not limited to Motorcraft parts and can be used for all parts stocked by you that are purchased from your Motorcraft supplier. nSite includes several additional feature designed to make you more efficient and to sell more from your shelves. These features include.

1. You will see your local inventory when you look up parts. This will help make sure you don't order parts that are sitting on your shelf, saving time for your tech and for your customer.
2. You can "sell" inventory items to yourself which will automatically deduct from your inventory.
3. A Mobile App for IOS and Android will allow your Motorcraft salesman to take your physical inventory and to place your stock order with you having complete control over your stock quantities.
4. You can group your nSite stock order by part type so you do not have to order all parts all the time.

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## Instructions

### Create nSite Saved Order

**Overview – Use the saved order functionality as usual except be sure to save the order as an nSite order by checking the Stock Order box**

- Stock check parts using the catalog or the Order Parts feature. In Order Parts, enter items manually or use the stock order upload feature
- Add part number(s) to shopping cart. NOTE: Your quantity on hand (or the quantity you wish to stock) should be used for the order quantity
- Click Review & Complete
- Enter a saved order name in the textbox under Save Order As
- Check the Stock Order box next to the saved order name
- Click Save Order

Note: Only one nSite saved order can exist at a time

Your nSite saved order can be accessed under the Saved Orders menu. Your nSite saved order will have a “Stock Order” indicator to the right of the saved order name.

Remove	Save Order As	Stock Last Used	Stock Purchase Order	Stock Total Order Line	Net Extension	
	<a href="#">MY STOCK ROOM</a>	20150924		5	203.70	Stock Order
	<a href="#">SAV001</a>	20150818		2	30.82	
	<a href="#">TEST</a>	20150929		2	48.85	

## Maintain Groups

**Overview – Filtering part numbers by groups (part type) will display fewer part numbers at a time within your nSite saved order. This will allow more efficient maintenance of your nSite saved order. For example, it will enable you to count and order the filters separately from the brakes, etc.**

Click Maintain Groups while viewing your nSite order to add, update and delete groups.

### Maintain Groups

Go Back
Update
Delete Selected

Add a new group

Add New

	Group Description
<input type="checkbox"/>	BELTS
<input type="checkbox"/>	BRAKE PARTS
<input type="checkbox"/>	ELECTRICAL
<input type="checkbox"/>	FILTERS
<input type="checkbox"/>	SENSORS
<input type="checkbox"/>	SHOCKS

Go Back
Update
Delete Selected

#### To Add a Group

- Enter Group Description in textbox next to Add New
- Click Add New
- “Group information has been saved” message will be displayed
- Note: Text is locked to upper-case

#### To Update a Group

- Change text in Group Description
- Click Update
- “Group information has been saved” message will be displayed
- Note: Text is locked to upper-case

#### Delete Group

- Click on the checkbox next to the group or groups to be deleted
- Click Delete Selected
- “Group has been deleted” message will be displayed
- Note: Groups that hold parts cannot be deleted.

#### Return to nSite Saved Order

- Click Go Back

## Maintain Part Numbers

**Overview – Add or delete parts to your nSite order. Update your Quantity On Hand (QOH). Add additional Part Number(s) to your nSite Saved Stock Order**

### Add Part Number(s) to your nSite Saved Order

- Add part number(s) to shopping cart with your quantity on hand as the order quantity
- Click Review & Complete
- Select your nSite saved order from the “Use an Existing Saved Order” dropdown

- Click Update Existing Order

### Remove Part Number(s) from your nSite Saved Order

- Open nSite saved order
- Click the trash can icon next to the part number to be removed
- “Part deleted from Stock Order” message will be displayed

LOCAL\_STOCK

Help    Maintain Groups    Print Inventory List / Worksheet    Update ALL    Set QOH = Desired    Copy Into Order    Filter By : (ALL)

	To Be Ordered	Quantity On Hand	Desired QOH	Line Code	Stock Part Number	Stock Part Description	Group
<input checked="" type="checkbox"/>		8	10	MO	FL500S	FILTER ASY - OI	FILTERS
<input checked="" type="checkbox"/>		2	2	WI	51515	OIL FILTER /	FILTERS
<input checked="" type="checkbox"/>		0	6	DE	A1627C	ELEMENT ASM-A/C	ELECTRICAL
<input checked="" type="checkbox"/>		0	1	DE	20841889	GENERATOR ASM /	ELECTRICAL

## Maintain Inventory

**Overview – Change the quantities you want to keep on your shelf. Change the quantity currently on your shelf.**

### Column Descriptions

- **Quantity on Hand (QOH)** – this is the number of pieces currently sitting on your shelves
- **Desired QOH** – This is the number of pieces you would like to keep on your shelves
- **To Be Ordered** – number of pieces needed to reach the Desired QOH

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	To Be Ordered	Quantity on Hand	Desired QOH	Line Code	Stock Part Number	Stock Part Description	Group
<input checked="" type="checkbox"/>	0	<input type="text" value="10"/>	<input type="text" value="10"/>	MO	FL500S	FILTER ASY - OI	Filters ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="2"/>	<input type="text" value="2"/>	WI	51515	OIL FILTER /	Filters ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="6"/>	<input type="text" value="6"/>	DE	A1627C	ELEMENT ASM-A/C	Filters ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="1"/>	<input type="text" value="1"/>	DE	20841889	GENERATOR ASM /	Electrical ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="4"/>	<input type="text" value="4"/>	DE	213-2934	SENSOR ASM HTD	Sensors ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="4"/>	<input type="text" value="4"/>	DE	213-4514	SENSOR ASM ENG	Sensors ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="5"/>	<input type="text" value="5"/>	DE	171-1084	PAD KIT-FRT DIS	Brake Parts ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="2"/>	<input type="text" value="2"/>	DE	6K935	BELT FAN / NEW	Belts ▼

          

### Update Quantity on Hand

- Change value of Quantity on Hand for a part number or multiple part numbers
- Click Update ALL
- Note: Clicking Update ALL will save Quantity on Hand, Desired QOH, and any group assignments
- Note: Any box that is left empty under Quantity on Hand or Desired QOH will be saved as 0

### Update Desired QOH

- Change value of Desired QOH for a part number or multiple part numbers
- Click Update ALL
- Note: Clicking Update ALL will save Desired QOH, Quantity on Hand, and any group assignments
- Note: Any box that is left empty under Desired QOH or Quantity on Hand will be saved as 0

### Assign Part Number to Group

- Select Group in dropdown to the right of the part number to assign
- Click Update ALL
- Note: Must have groups setup prior to assigning part numbers
- Note: Choose "Select Group" to remove group assignment from a part number
- Note: Clicking Update ALL will save any group assignments, Quantity on Hand, and Desired QOH

### Filter Part Numbers by Group Selection

- Choose a group in the Filter By dropdown under Copy Into Order
- Note: To show all parts, choose "Filter By: (ALL)" from the dropdown

## Send Order to Supplier

Overview - nSite is designed to create an order based on your quantity on hand and your desired quantity on hand and to send that order to your Motorcraft supplier

- Open nSite saved order

Save Remove Order As	Stock Last Used	Stock Purchase Order	Stock Total Order Net Line Extension
<a href="#">MY STOCK ROOM</a>	20150924	5	203.70 Stock Order
<a href="#">SAV001</a>	20150818	2	30.82
<a href="#">TEST</a>	20150929	2	48.85

- Adjust your QOH inventory if necessary using the section above (Maintain your inventory)
- Click Copy Into Order

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Help

To Be Ordered	Quantity on Hand	Desired QOH	Line Code	Stock Part Number	Stock Part Description	Group
<input checked="" type="checkbox"/>	2	8	10	MO FL500S	FILTER ASY - OI	FILTERS
<input checked="" type="checkbox"/>	2	2	4	WI 51515	OIL FILTER /	FILTERS
<input checked="" type="checkbox"/>	0	6	6	DE A1627C	ELEMENT ASM-A/C	ELECTRICAL

- Any part number with a QOH that is below the desired level will be added to the Order Parts page with an order quantity equal to the number needed to reach the desired quantity.

ORDER PARTS PARTS CATALOG SAVED ORDERS ORDER HISTORY REVIEW & COMPLETE

Price & Availability Add To Order More Lines Clear Stock Order eCounter

Show DL Information	Qty	Part	Line Code	Product Description	List Price	Your Price	Core Price	Package Price	Branch	Avail Qty
	2	FL500S	MO	FILTER ASY - OI	12.69	6.21			HUNGTN BCH 1	32
	2	51515	WI	OIL FILTER /	14.95	10.82			HUNGTN BCH 1	0
	1	STG286RM	MO	GEAR ASY - STEE	334.29	291.93	225.00		HUNGTN BCH 1	95
	1	MC50E56	MO	KIT - STEERING	105.81	105.81			HUNGTN BCH 1	83
	2	WLM20RM	MO	MOTOR ASY - WIN	98.72	62.46	20.00		HUNGTN BCH 1	79

- Add the items to your cart as usual by pressing
- Go to the cart and place your order as usual.

Branch	Vehicle	Order Quantity	LC/Part #	Part Description	Unit Price	Core Price	Package Quantity	Available Quantity	Extended Price	List Price	Ext List Price	
HUNGTN BCH 1	No Vehicle	<input type="button" value="Remove"/>	2	WI 51515	OIL FILTER /	10.82	.00	1	0	21.64	14.95	29.90
		<input type="button" value="Remove"/>	2	MO FL500S	FILTER ASY - OI	6.21	.00	1	92	12.42	12.69	25.38
		<input type="button" value="Remove"/>	1	MO STG286RM	GEAR ASY - STEE	291.93	225.00	1	95	516.93	334.29	334.29
		<input type="button" value="Remove"/>	1	MO MC50E56	KIT - STEERING	105.81	.00	1	83	105.81	128.25	128.25
		<input type="button" value="Remove"/>	2	MO WLM20RM	MOTOR ASY - WIN	62.46	20.00	1	79	164.92	98.72	197.44
		<input type="button" value="Remove"/>	2	MO YG351	VALVE ASY - EVA	41.97	.00	1	65	83.94	48.36	96.72



## Update Inventory Levels

**Overview - After receiving an order from your supplier, you may want to update your nSite saved order to reflect the new on hand quantities.**

nSite allows the on hand quantity for all part numbers to match the desired on hand quantities with the click of a button

- Open nSite saved order
- Click SET QOH = Desired
- All values in the Quantity on Hand column will match the Desired QOH column. NOTE: Be sure you are ready to match your QOH to the Desired QOH before pressing this button.

Quantity on hand can also be updated for a single part number or selected part numbers at a time

- Open nSite saved order
- Change value of Quantity on Hand for a part number or multiple part numbers
- Click Update ALL
- Note: Clicking Update ALL will save Quantity on Hand, Desired QOH and any group assignments
- Note: Any box that is left empty under Quantity on Hand or Desired QOH will be saved as 0

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	To Be Ordered	Quantity on Hand	Desired QOH	Line Code	Stock Part Number	Stock Part Description	Group
<input checked="" type="checkbox"/>	0	<input type="text" value="10"/>	<input type="text" value="10"/>	MO	FL500S	FILTER ASY - OI	Filters ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="2"/>	<input type="text" value="2"/>	WI	51515	OIL FILTER /	Filters ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="6"/>	<input type="text" value="6"/>	DE	A1627C	ELEMENT ASM-A/C	Filters ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="1"/>	<input type="text" value="1"/>	DE	20841889	GENERATOR ASM /	Electrical ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="4"/>	<input type="text" value="4"/>	DE	213-2934	SENSOR ASM HTD	Sensors ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="4"/>	<input type="text" value="4"/>	DE	213-4514	SENSOR ASM ENG	Sensors ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="5"/>	<input type="text" value="5"/>	DE	171-1084	PAD KIT-FRT DIS	Brake Parts ▼
<input checked="" type="checkbox"/>	0	<input type="text" value="2"/>	<input type="text" value="2"/>	DE	6K935	BELT FAN / NEW	Belts ▼

## Print nSite Order

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**Overview - nSite can create a printer-friendly version of your inventory list. Use the printed order as a worksheet to check quantity on hand on your shelves. The corrected QOH can then be updated in your saved stock order prior to creating your nSite replenishment order.**

If you want to count all items on your nSite stock order then “Click Print Inventory List / Worksheet” while viewing your nSite order.

If you want to count only one group then first select that group in the Filter By:All dropdown box before clicking “Print Inventory List / Worksheet”

A new window will be opened with the following information:

- The name of your nSite order is displayed at the top of the page
- Order Calc: Number of pieces needed to reach the Desired Quantity level for a part number
- Stock Order Quantity: Number of pieces on hand
- Desired Quantity: Number of pieces desired to be on hand (QOH + nSite order quantity)
- Line Code, Stock Part Number, and Stock Part Description are also displayed.
- Note that Group information is not displayed on this page

Click the Print button to print a copy of the information on your screen.

### MY\_STOCK

Order Calc	Stock Order Quantity	Desired Quantity	Line Code	Stock Part Number	Stock Part Description
0	10	10	MO	FL500S	FILTER ASY - OI
0	2	2	WI	51515	OIL FILTER /
0	6	6	DE	A1627C	ELEMENT ASM-A/C
0	1	1	DE	20841889	GENERATOR ASM /
0	4	4	DE	213-2934	SENSOR ASM HTD
0	4	4	DE	213-4514	SENSOR ASM ENG
0	5	5	DE	171-1084	PAD KIT-FRT DIS
0	2	2	DE	6K935	BELT FAN / NEW

If you are having issues with the inventory list displaying or the Print button check our Pop-Up Blocker Instructions on the Resources page.