

# I-Manage User Manual

## Push Order Creation

### Definition

A push order is mass distribution of GM products and materials to GM business partners. In an effort to consolidate shipping and reduce transportation costs, push orders will ship on a weekly basis. If required and approved by General Motors management team, a push order can be shipped independently of the consolidated shipping schedule.

### Security

The following personnel can request a push order:

- GM Key Stakeholders
- GM Business Owners
- GM Business Owner Representatives: Agencies

### Common Buttons and Fields

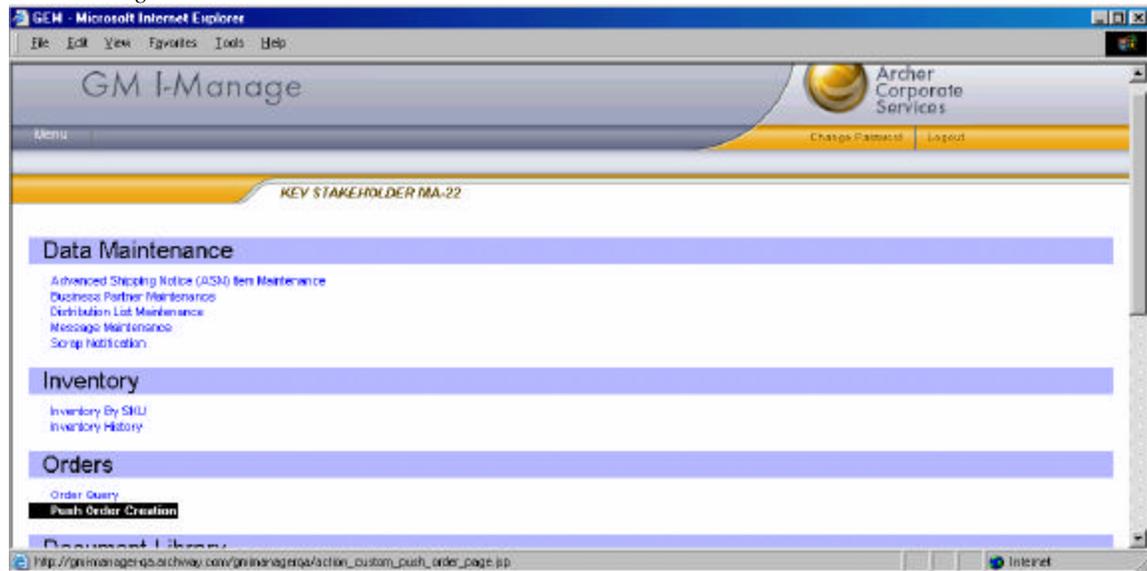
- **Back** – Opens the previous page
- **Save** – Saves information entered into the fields
- **Search** – Starts a search based on the supplied criteria. Search is indicated with a “?” or a Search button.

### Login Instructions

- **Push Order Creation**

1. Go to the *GM I-Manage Main Menu* screen.
2. Under the **Orders** category, click the **Push Order Creation** option.

#### *GM I-Manage Main Menu Screen*



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The *Define Push Order* screen will open.

## Define Push Order Screen

The screenshot shows the 'Define Push Order' screen in a Microsoft Internet Explorer browser window. The browser title is 'GEM - Microsoft Internet Explorer'. The page header includes 'GM I-Manage' and 'Provided by Archer Corporate Services'. The breadcrumb trail shows 'KEY STAKEHOLDER MA-22'. The main form area is titled 'Define Push Order' and contains several input fields: 'Push Name', 'Contact Name', 'Contact E-Mail', 'Contact Phone', 'Owner (EDSNet ID)' with a search icon, 'Cost Center' with a note 'Upper Case, No Space or Dashes', 'Job Number', 'Ship in a Consolidated Box' (a dropdown menu), 'Requested Earliest Arrival Date', 'Requested Latest Arrival Date', 'Which One Box Year', 'One Box Week', and 'Special Instructions'.

3. On the *Define Push Order* screen, complete the following fields:
  - **Job Name** – Name/Title for push order. This title will appear on your billing for services from Archer Corporate Services. This field is limited to 40 characters.
  - **Contact Name** – Person who should be contacted to answer questions from Archer Corporate Services.
  - **Contact E-Mail** – E-mail address of the above contact name.
  - **Contact Phone** – Phone number of the above contact name.
  - **Owner (EDSNet ID)** – The EDSNetID for the person being billed for this job. You may access the appropriate EDSNetID by clicking on the search indicator “?” and locating the correct employee name.
  - **Cost Center** – The 26 digit account number that will be invoiced for the services performed by Archer Corporate Services.
  - **Job Number** – This field will be utilized by Archer Corporate Services to reference your individual job. You do not need to complete this field.
  - **Ship in a Consolidated Box** – Yes or No drop-down field. Allows the user to indicate if this job should be included in the weekly consolidated shipment or if it will ship separately. If indicated to ship separately, additional authorization from GM Management may be needed.

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- If **Yes**, complete the following fields:
  - Which One Box Year – Indicate the year in which this box is to ship. The system will refresh to populate the appropriate weeks in the weekly dropdown filed.
  - One Box Week – Indicate which week within the designated year the consolidated shipment (one box) will be sent. The arrival date will be 1 week to 10 days after the ship date.
- If **No**, complete following fields:
  - Requested Earliest Arrival Date – Earliest date the material can arrive
  - Requested Latest Arrival Date - Latest date the material can arrive
- **Special Instructions** - Use this field to add any additional comments. This field will be reviewed by the Archer Corporate Services Account Coordinator prior to job set-up. The Account Coordinator will contact the “contact” person for any additional questions or information needed.

After determining your distribution timelines, you will need to indicate the SKU(s) to be shipped with the push order. Use your scroll bar to move to the bottom of the screen. A minimum of one **SKU** with its appropriate disposition must be defined in this section. To add additional SKU's use the scroll bar for the sku field at the far right of the page. Continue to add SKUs until all sku numbers being shipped in this job are added.

## Define Push Order Screen – SKU and Disposition Definition Fields

SKU	Disposition	First Name	Last Name	Company
<a href="#">?</a>				

4. In the **SKU** field type in the SKU you wish to add. To search for a specific sku use the **Search** link (indicated with a “?”). This will open the *Stock Number Search* window.

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## Stock Number Search Screen

SKU:  Enter all or part of a SKU

Select a Stakeholder: \*All

Select a Business Unit: \*All

SKU Type: \*All

Select a Department: \*All

Select a Vehicle: \*All

Select a Model Year: \*All

Description:  Description Key Word

Close Search

5. On the *Stock Number Search* window, complete one or all of the indicated fields. Click the **Search** button.
6. The search results will appear at the bottom of the *Stock Number Search* page. Locate the appropriate SKU (you may need to scroll).

## Stock Number Search Screen – Search Results

Description:  Description Key Word

Close Search

	SKU	Description	Select
1	'OSSATWRTYSTATE	WARRANTY STATEMENTS	Select
2	00-00-90-002E	INFO BULLETIN	Select
3	00-01-38-011C	TECH BULLETIN	Select
4	00-02-10-002A	OPERATION BULLETIN	Select

7. Click the **Select** link next to that SKU. The SKU Number will now populate the first **SKU** field on the *Push Order Definition* page.

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- Click the drop-down arrow to complete the **Disposition** field. This field indicates to Archer Corporate Services what should occur with any remaining material. The screen will refresh when you enter the items disposition. You can select one of the following disposition options:
  - **Place in Inventory** – Make Available on the E-store
  - **Place in Inventory** – Do Not Make Available on the E-store
  - **Return** – If this option is chosen, the screen will refresh and address of the owner of that item will populate in the appropriate fields. You may type over this information to change the disposition address if needed. The city and state dropdown will only be available after you have indicated the zip/postal code information.
  - **Scrap/Delete** – Dispose of material once push has been completed.

## Define Push Order Screen – SKU and Disposition Definition Fields

SKU	Disposition	First Name	Last Name	Company
00-01-00-011C	?			
?	Place in Inventory - Make Available to E-Store			
?	Place in Inventory - Do Not Make Available to E-Store			
?	Return			
?	Scrap/Delete			

Select Ship-To's    Upload Order File    Back

8. The following buttons are located at the bottom of the page:
  - **Select Ship-To's** – Use this button to select ship to locations based on:
    - Distribution Lists
    - Subscription Lists
    - Ship To Types: such as Dealers, Wholesalers, ACDelco, etc.
    - Entering known Business Partner ID's
    - Entering addresses manually
  - **Upload Order File** – Allows you to attach a recipient list. This list must be an Excel file or a Text file. Archway will create the required orders from that file however additional charges will apply.
9. Click the **Select Ship-To's** button to select where the Push Orders are shipped. The *Push Order Ship-To* screen opens.

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## Push Order Ship-To Screen

The screenshot shows the GM I-Manage web application interface. At the top, the browser title is "GEM - Microsoft Internet Explorer". The page header includes the "GM I-Manage" logo and "Provided by Archer Corporate Services". A navigation bar contains "Menu", "Change Password", and "Logout" links. Below the header, the user's role "KEY STAKEHOLDER MA-22" is displayed. The main content area is titled "Push Order Ship-To" and contains a form with the following fields:

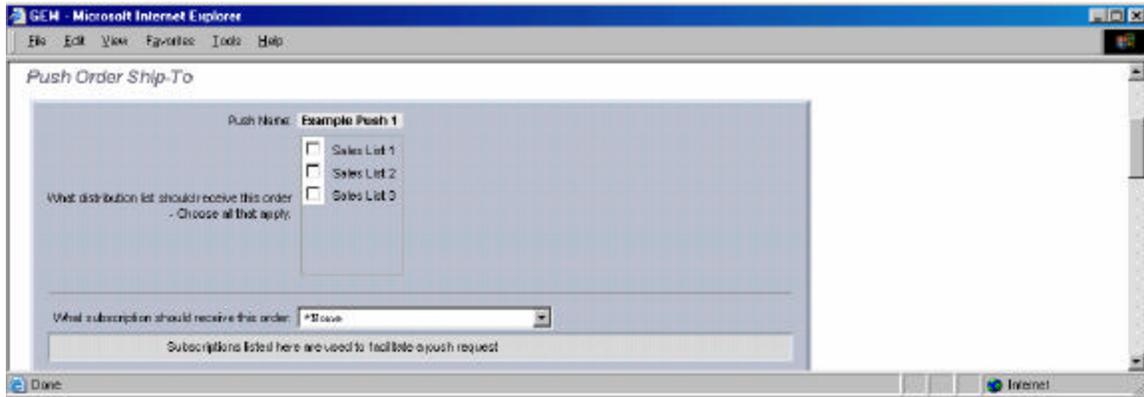
- Push Name:** Example Push #
- What distribution list should receive this order:** - Choose all that apply:
  - Sales List 1
  - Sales List 2
  - Sales List 3
- What subscription should receive this order:** None (dropdown menu)
- Type of Ship to:** None (dropdown menu)
- DEALER:**
  - Division:
  - Dealer Line:
  - Dealer Function Group:
  - DCD or ROC Dealers:
  - Region:
  - GMMA:
- WHOLESALE:**
  - Field:
  - Employee Function Role:

10. On the *Push Order Ship-To* screen, complete the appropriate fields:

- **What distribution list should receive this order**– Select from any of your predefined distribution lists.
- **What subscription should receive this order**– Select from any predetermined subscriptions lists.

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## Push Order Ship-To Screen – Distribution and Subscription Fields



- **Type of Ship to** – Allows you to select a business partner group. Options for this field are: Dealer, Wholesale, and SPO.
  - **Dealer** – If selected, you will need to complete the following fields:
    - Division: Buick, Cadillac, Hummer, Pontiac, etc.
    - Dealer Line: Light Duty, Medium Duty, Passenger, etc.
    - Dealer Function Group – Choose the functional role for the recipient group
    - DCD or RCC Dealers – Direct Contact Dealers or RCC Dealers
    - Region: North Central, Southeast, Western, etc.
    - GMMA: Pre-determined geographic areas.
  - **Wholesale** – If selected, you will need to complete the following fields:
    - Field: Marketing, MAT, Parts, etc. Once you have chosen this option the screen will refresh to give you the corresponding Employee Function Roles.
    - Employee Function Role: Dropdown will appear based on the option you chose for the Field dropdown above. Pick the appropriate employee function role for the item(s) you are sending
  - **SPO** – If selected, you will need to complete the following fields:
    - SPO Line: Choose from predetermined SPO groupings
    - Mail List: Choose from predetermined mail list groupings.

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## Push Order Ship-To Screen – Type of Ship to fields

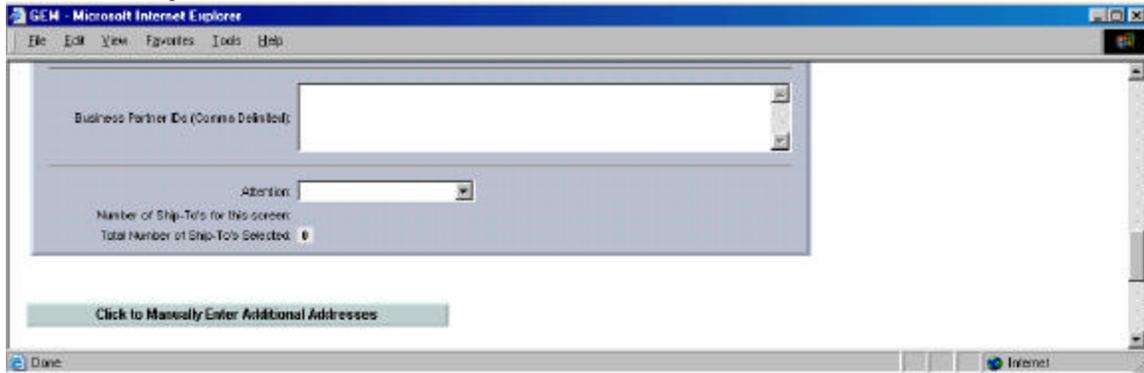
The screenshot shows a web browser window titled "GEM - Microsoft Internet Explorer". The main content area displays a form with a dropdown menu labeled "Type of Ship to:" set to "None". Below this are three sections:

- DEALER**
  - Division:
  - Dealer Line:
  - Dealer Function Group:
  - DCD or RCC Dealers:
  - Region:
  - GMMA:
- WHOLESALE**
  - Field:
  - Employee Function Role:
- SPO /AC Delco**
  - SPO Line:
  - Mail List:

- **Business Partner IDs (Comma Delimited)** – In this area you can enter specific business partner ID's. Each business partner ID must be separated by a comma. You can enter up to 300 Business Partner ID's.
- **Attention** – Select what dealership unit the items should be forwarded to
  - Body Shop
  - Business Office
  - Finance / Insurance
  - Parts
  - Sales
  - Service
  - Used / Preowned
- **Number of Ship-To's for this screen** – Automatic field that calculates the number of recipients defined to receive the specified item(s).
- **Total Number of Ship-To's Selected** – Automatic field that calculates the Total Number of Ship-To's selected for all defined recipients for this push order.
- **Click to manually enter additional addresses** – Button that accesses an additional screen where you can many manually enter additional addresses.
- **Note:** any addresses added manually will not be consolidated into the One Box.

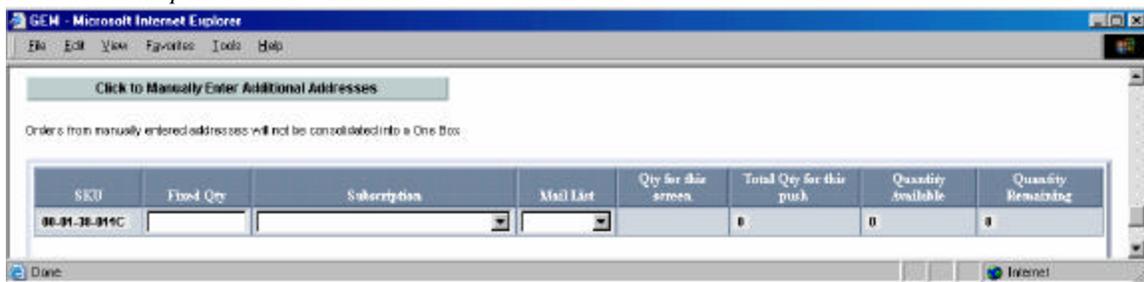
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## Push Order Ship-To Screen



- **Item Fields** – Displays the list of the SKUs set up on the previous screen that will be shipped to the defined recipients. These fields will aid you in determining the quantity of each item you will need to ship to all recipient groups and the quantity of inventory you have available to complete this push order.
  - SKU – Displays the SKU number
  - Fixed Quantity – Enter the quantity of that item that should be shipped to the defined recipient group.
  - Subscription – You can choose to ship to a predetermined subscription list. Use the dropdown arrow to display all subscription lists available. Click on the appropriate subscription list.
  - Mail List - You can choose to ship to a predetermined mail list; Catalog or Warranty
  - Qty for this screen – Automatic field
  - Total Qty for this push – Automatic field displaying the number of items required for this push order.
  - Quantity Available – Automatic field displaying the sku quantity currently available in inventory at Archer Corporate Services.
  - Quantity Remaining – Automatic field displaying the sku quantity remaining after reserving items for your defined recipient group.

## Push Order Ship-To Screen – Items Fields



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- **Button choices**
  - **Save** – Saves your current information and returns you to a blank *Push Order Ship-To* screen so you can add additional recipient groups. You must click **Save** prior to Completing and Sending.
  - **See Summary** – Provides a summary screen detailing all your orders.
  - **See Details** – Provides detailed information on each ship to recipient.
  - **Complete and Send** – Forwards the information to Archer Corporate Services for review and shipment. **You must click “Save and Add More” prior to Completing and Sending.** You will be returned to the Main Menu screen.
  - **Exit** – Closes screen, but does not save.

## *Push Order Ship-To Screen – Button Choices*

Click to Manually Enter Additional Addresses

Orders from manually entered addresses will not be consolidated into a One Box

SKU	Fixed Qty	Subscription	Mail List	Qty for this screen	Total Qty for this push	Quantity Available	Quantity Remaining
00-01-30-011C				0	0	0	0

Calculate Save See Summary Complete And Send Exit