



EQUIPMENT DELIVERY PRICING GUIDELINE AND POST TEXT INSTRUCTIONS FOR DELIVERY AND INSTALL TEAM

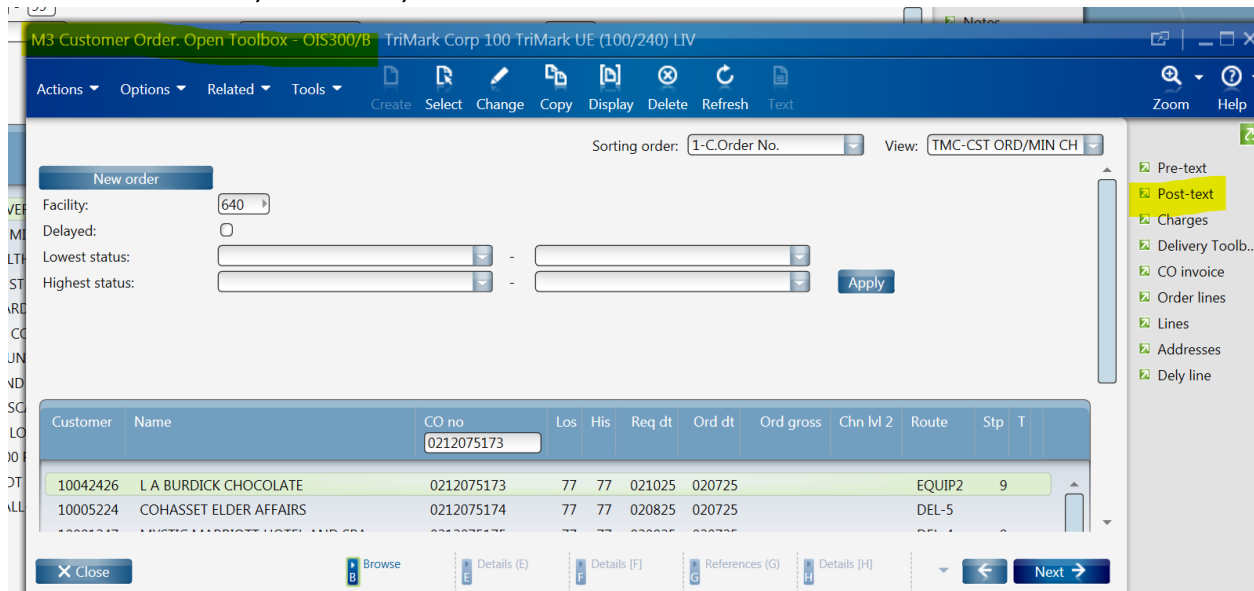
Equipment Delivery and Installation Charge Guide/Post Text Entry to Alert Del/Install Team of Special Pricing or VP Approval for Cost or Sell that varies from sheet

 [Copy of EQUIPMENT DELIVERY CHARGE GUIDE 2025.xlsx](#)

- ❖ Above is the link to the Equipment Delivery Charge Guide. This is both cost and sell reflecting 30% mark up.
- ❖ The only time the pricing should be changed is if you have VP Approval.
- ❖ The Process below is how to enter text so that the Delivery & Installation team does not question the pricing if you have prior approval

The following are the steps to make a Post Text entry.

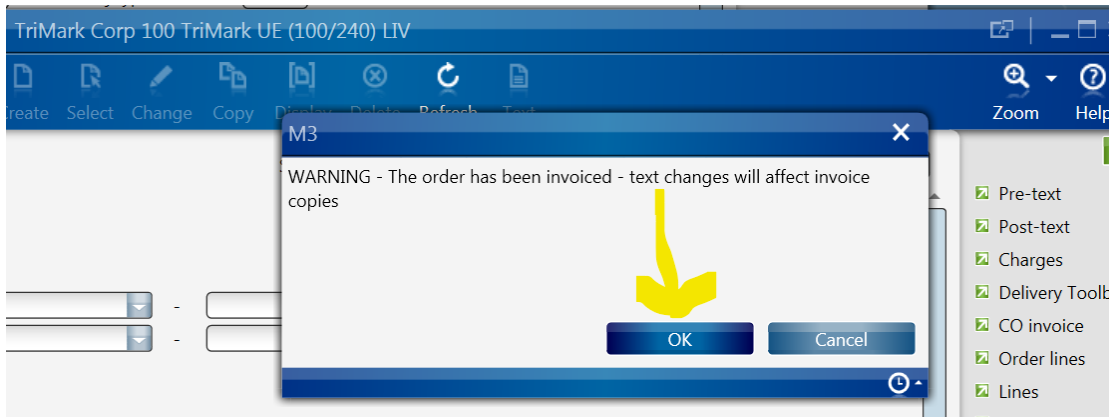
1. In Lawson, OIS300B, click on Post Text.



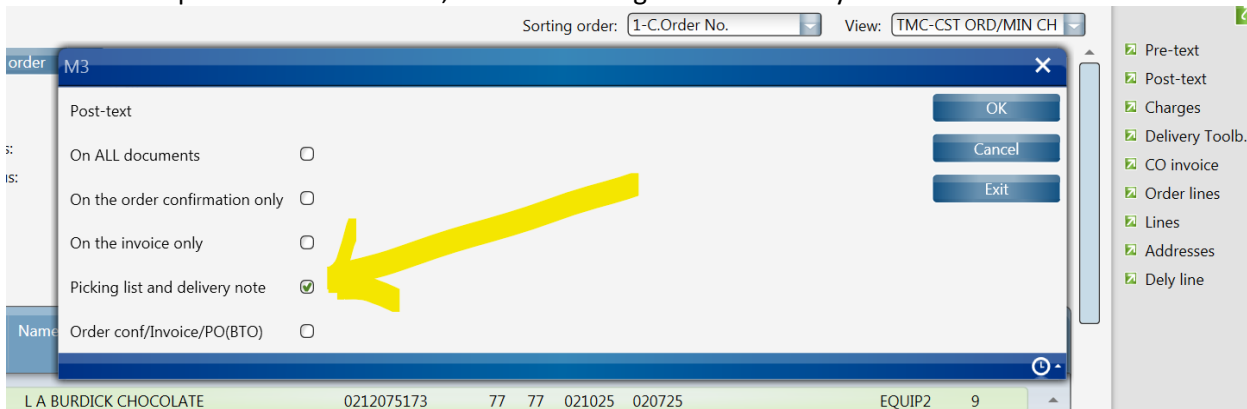
The screenshot shows the Lawson OIS300B interface. The top menu bar includes 'Actions', 'Options', 'Related', and 'Tools'. The 'Tools' menu is open, showing options like 'Create', 'Select', 'Change', 'Copy', 'Display', 'Delete', 'Refresh', and 'Text'. The 'Text' option is highlighted. The main window displays a 'New order' form with fields for 'Facility' (640), 'Delayed' (checkbox), 'Lowest status', and 'Highest status'. The 'Apply' button is visible. On the right side, a sidebar menu lists various options: 'Pre-text', 'Post-text' (highlighted), 'Charges', 'Delivery Toolb...', 'CO invoice', 'Order lines', 'Lines', 'Addresses', and 'Dely line'. The bottom section shows a table with columns: Customer, Name, CO no, Los, His, Req dt, Ord dt, Ord gross, Chn lvl 2, Route, Stp, T. The table contains two rows of data.

Customer	Name	CO no	Los	His	Req dt	Ord dt	Ord gross	Chn lvl 2	Route	Stp	T
10042426	L A BURDICK CHOCOLATE	0212075173	77	77	021025	020725			EQUIP2	9	
1005224	COHASSET ELDER AFFAIRS	0212075174	77	77	020825	020725			DEL-5		

2. That opens a window that says “The order has been invoiced, click on OK.



3. That opens the next window, click on “Picking List and delivery note”.



4. The next window is where you enter your notes.

IMPORTANT You must click on “Internal/External” and change it to **Internal**.

Click next and the entry is saved.

The screenshot shows the 'M3 Text' dialog box. The 'Text block' field contains 'CO04'. The 'Name' field contains 'Picking list and delivery no'. The 'Internal/External' dropdown menu is set to 'Internal', with a yellow arrow pointing to it. The 'Next >>' button is highlighted with a yellow arrow. The background shows a list of items with columns for item number, quantity, and description.

Item	Quantity	Description
0212075175	77	020825 020725
0212075175	77	020825 020725