

Fellowes®

Sales Portal

User Guide



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User Account Information

On Thursday, May 11th (pm)

You will receive an email containing user account login information from:

noreply@SalesPortal.Fellowes.com

The link to the Fellowes Sales Portal login:

<https://salesportal.fellowes.com>

PLEASE NOTE!:

System access will be available on Monday, May 15th (am)

----- Forwarded message -----
From: <noreply@salesportal.fellowes.com>
Date: Fri, 5 May 2023 at 14:04
Subject: Fellowes Sales Portal User Information.
To: <Username@Test.com>

Dear Firstname,
Please find your login details to access Fellowes Sales Portal.
After you login using this password, go to my profile page and change your password.

login name: username@TRAINING
login password: XXXXXXXXXXXXX

Thank you,
Administrator

This email was generated from the SalesPortal.Fellowes.com website

Login Screen

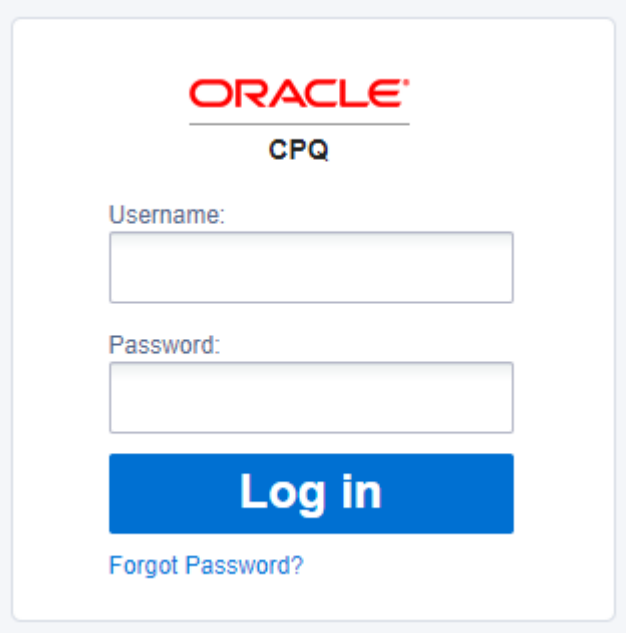
The link to the Fellowes Sales Portal login:

<https://salesportal.fellowes.com>

Username is entered in the format

lastname@COMPANY

e.g. jsmith@TRAINING



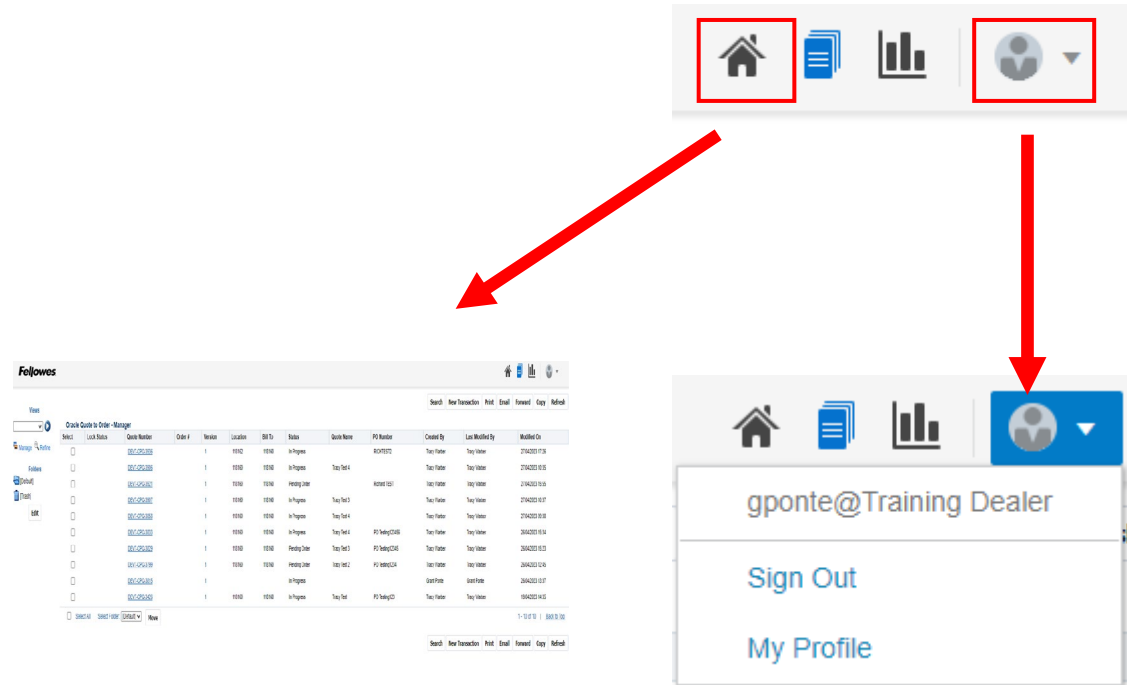
The screenshot shows a login form for Oracle CPQ. At the top, the Oracle logo is displayed in red, with "CPQ" in black below it. Below the logo, there are two input fields: "Username:" and "Password:". The "Username:" field is empty. Below the "Password:" field, there is a blue button with the text "Log in" in white. At the bottom left of the form, there is a link that says "Forgot Password?" in blue text.

Home Page Menu Bar

Menu options :

Home

User menu



Home Page Function Buttons

Oracle Quote to Order - Manager

Select	Lock Status	Quote Number	Order #	Version	Location	Bill To	Status	Quote Name	PO Number	Created By	Last Modified By	Modified On
<input type="checkbox"/>		DEV7-CPQ-3833		1	118160	118160	In Progress	Tracy Test 4	PO Testing123456	Tracy Warber	Tracy Warber	26/04/2023 15:34
<input type="checkbox"/>		DEV7-CPQ-3829		1	118160	118160	Pending Order	Tracy Test 3	PO Testing12345	Tracy Warber	Tracy Warber	26/04/2023 15:23
<input type="checkbox"/>		DEV7-CPQ-3799		1	118160	118160	Pending Order	T		Tracy Warber	Tracy Warber	26/04/2023 12:45
<input type="checkbox"/>		DEV7-CPQ-3815		1			In Progress			Grant Ponte	Grant Ponte	26/04/2023 13:37
<input type="checkbox"/>		DEV7-CPQ-3426		1	118160	118160	In Progress	T		Tracy Warber	Tracy Warber	19/04/2023 14:35

Select All Select Folder: [Default] v **Move**

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Search **New Transaction** **Print** **Email** **Forward** **Copy** **Refresh**

Search **New Transaction** **Print** **Email** **Forward** **Copy** **Refresh**

Search for any quote or order using a wealth of header and line lookup criteria

Create a New Quotation

Copy Quote to create New

Search



Search

New Transaction

Print

Email

Forward

Copy

Refresh

What do you want to search using?

How do you want it displayed back to you?

What criteria are you searching for?

Step 1: Select Filters
View Builder

Filter Attributes

- Special Attributes
 - ID#
 - Selected Currency
- Transaction Attributes
 - Owner
 - Location
 - PO Number
 - Status
 - Order Date
 - Requested Ship Date
 - SPIFF1
 - SPIFF2
 - Currency
 - Price Zone
 - Dealer Name
 - Bill To Name
 - Address 2
 - Bill To Zip
 - Address 2 Editable
 - Bill To Zip Editable
 - Ship To Name
 - Ship To City
 - Ship To Country
 - Ship To Country Editable
 - Rep Name
 - Order Contact Email
- Order Attributes
 - Quote Number
 - Bill To
 - Last Modified By
 - Order #
 - Agency Code
 - Split SPIFF
 - SPIFF2
 - Payment Terms
 - Order Subtype
 - Site #
 - Bill To #
 - Bill To City
 - Bill To Country
 - Bill To State Editable
 - Ship To Address 1
 - Ship To State
 - Ship To Address 1 Editable
 - Ship To State Editable
 - Sales Person Name
 - Shipping Carrier
 - Order Contact Phone
- Other Attributes
 - Version
 - Quote Name
 - Modified On
 - Trigger Place Order
 - Created Date
 - FOB
 - Account #
 - Site Name
 - Address 1
 - Bill To State
 - Address 1 Editable
 - Ship to #
 - Ship to State
 - Ship to City Editable
 - Ship to State Editable
 - Ship to Zip
 - Ship to Address 2
 - Ship to Zip Editable
 - Ship to Address 2 Editable
 - Rep Group
 - Order Contact Name
 - Order Contact Name Editable



Step 1: Select Filters > Step 2: Select Columns
View Builder

Column Attributes

- Special Attributes
 - CIP
 - Lock Status
- Transaction Attributes
 - Owner
 - Location
 - PO Number
 - Status
 - Order Date
 - Requested Ship Date
 - SPIFF1
 - SPIFF2
 - Currency
 - Price Zone
 - Dealer Name
 - Bill To Name
 - Address 2
 - Bill To Zip
 - Address 2 Editable
 - Bill To Zip Editable
 - Ship to Name
 - Ship to City
 - Ship to Country
 - Ship to Country Editable
 - Rep Name
 - Order Contact Email
 - Order Contact Email Editable
 - Shipping Contact Email
- Order Attributes
 - Quote Number
 - Bill To
 - Last Modified By
 - Order #
 - Agency Code
 - Split SPIFF
 - SPIFF2
 - Payment Terms
 - Order Subtype
 - Site #
 - Bill To #
 - Bill To City
 - Bill To Country
 - Bill To State Editable
 - Ship to #
 - Ship to State
 - Ship to City Editable
 - Ship to State Editable
 - Ship to Zip
 - Ship to Address 2
 - Ship to Zip Editable
 - Ship to Address 2 Editable
 - Rep Group
 - Order Contact Name
 - Order Contact Name Editable
 - Shipping Contact Name
 - Shipping Contact Name Editable
- Other Attributes
 - Version
 - Quote Name
 - Modified On
 - Trigger Place Order
 - Created Date
 - FOB
 - Account #
 - Site Name
 - Address 1
 - Bill To State
 - Address 1 Editable
 - Ship to #
 - Ship to State
 - Ship to City Editable
 - Ship to State Editable
 - Ship to Zip
 - Ship to Address 2
 - Ship to Zip Editable
 - Rep Group
 - Order Contact Name
 - Order Contact Name Editable
 - Shipping Contact Name
 - Shipping Contact Name Editable



Step 1: Select Filters > Step 2: Select Columns > Step 3: Editor
View Builder

Search Editor

Page Length:

Filter Attributes

Attribute: Item
Comparator: <v>
Value: WSBKL

Column Attributes

Order Number	Attribute
1	Quote Number
2	Location
3	PO Number
4	Status
5	Dealer Name



See the results :

View Quote/Order or Copy to New

Ad Hoc Search

Search Results

Name:

Description:

Save As View

Search Results for Process : Oracle Quote to Order

Select	Quote Number	Location	PO Number	Status	Dealer Name
<input type="checkbox"/>	DEV7-CPO-3858	118160		In Progress	Training Dealer
<input type="checkbox"/>	DEV7-CPO-3833	118160	PO Testing123456	In Progress	Training Dealer
<input type="checkbox"/>	DEV7-CPO-3828	118160	PO Testing12345	Pending Order	Training Dealer
<input type="checkbox"/>	DEV7-CPO-3799	118160	PO Testing1234	Pending Order	Training Dealer
<input type="checkbox"/>	DEV7-CPO-3815	118160		In Progress	Training Dealer
<input type="checkbox"/>	DEV7-CPO-3428	118160	PO Testing123	In Progress	Training Dealer

Select All Select Folder: [Default] Move

1 - 6 of 3411 | [Back to Top](#)

Back Forward Print Email Copy Export Close

Copy

Search New Transaction Print Email Forward **Copy** Refresh

Choose the Quote(s) to Copy

Fellowes

Views

Manage Refine

Folders

- [Default]
- [Trash]

Oracle Quote to Order - Manager

Select	Lock Status	Quote Number	Order #	Version	Location
<input type="checkbox"/>		DEV7-CPQ-3858		1	118160
<input checked="" type="checkbox"/>		DEV7-CPQ-3833		1	118160
<input type="checkbox"/>		DEV7-CPQ-3829		1	118160
<input type="checkbox"/>		DEV7-CPQ-3799		1	118160
<input type="checkbox"/>		DEV7-CPQ-3815		1	118160
<input type="checkbox"/>		DEV7-CPQ-3426		1	118160

Select All Select Folder: [Default]

Copy

Change, Save & Price the new Quote

Fellowes

Transaction

Address Information Shipping and Contact Information Quote Information Comments & Attachments

* Account Training Dealer 5002

* Site Name Training Dealer - IA 118160

Billing to Direct Customer

New Bill To Direct Customer

Bill To

* Bill To Training Dealer - IA 118160

Address 1 123 Test Drive

Address 2

City Bettendorf

State/Province IA

How to Create a New Transaction (Quotation)

Bill & Ship Direct to Customer

Navigation icons: Home, List, Chart, User Profile

Buttons: Search, **New Transaction**, Print, Email, Forward, Copy, Refresh

Click the toggle to Bill to Direct customer

Choose from list or click toggle to New Bill To Direct Customer

! Please select Customer to Bill To

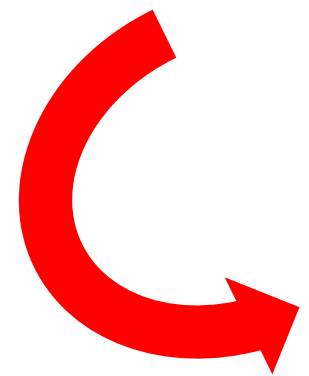
Billing to Direct Customer



Customer to Bill To

Customer to Bill To dropdown menu showing "Training Endcustomer"

New Bill To Direct Customer



Bill To

* Bill To: New Bill To

Company Name

* Address 1

Address 2

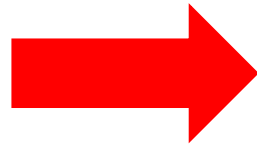
* City

* State/Province

* Zip

* Country: US

Enter New Bill-To details



Ship To

Ship To: New Ship To

Company Name

* Address 1

Address 2

* City

* State/Province

* Zip

* Country: US

Enter New Ship-To details

Shipping Carrier

The image shows a software interface for selecting a shipping carrier. At the top, a blue header bar contains the word "Transaction". Below it, a navigation bar has four tabs: "Address Information", "Shipping and Contact Information" (which is highlighted with a red box and an arrow pointing to a callout box), "Quote Information", and "Comm".

Under the "Shipping and Contact Information" tab, there is a section for "* Shipping Carrier". It includes a dropdown menu with three options: "Best Carrier Available", "Customer Pickup", and "Customer Collect/Third Party". A red arrow points from a callout box to this dropdown. Below the dropdown is a question: "Is this order shipping to a residential address?". A red arrow points from this question to a callout box containing a toggle switch that is currently turned on.

To the right of the main interface, there are three input fields: "Name of the Carrier", "Freight Account #", and "Freight Service Level". A red arrow points from a callout box to these fields. The callout box contains the text: "Choose from list" and "If Customer Collect/Third Party - fill in details".

At the bottom right, there is another callout box with the text: "Toggle On - will incur an additional fee at Line Item level.", which is connected to the toggle switch in the main interface.

Move to this tab

Choose from list

If Customer Collect/Third Party - fill in details

Name of the Carrier

Freight Account #

Freight Service Level

* Shipping Carrier

Is this order shipping to a residential address ?

Best Carrier Available

Customer Pickup

Customer Collect/Third Party

Order Contact

Is this order shipping to a residential address ?



Toggle On - will incur an additional fee at Line Item level.

Order Contacts

Enter new or select from the list the contact to receive all notifications and order confirmations.

Order Contact

* Order Contact	<input type="text" value="New Contact"/>
* Name	<input type="text" value="Joe Bloggs"/>
* Email	<input type="text" value="jbloggs@training.com"/>
* Phone	<input type="text" value="12345"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>

Enter new or select from the list the contact to be contacted regarding shipping arrangements

Shipping Contact

* Shipping Contact	<input type="text" value="New Contact"/>
* Name	<input type="text" value="Jane Doe"/>
* Email	<input type="text" value="jdoe@training.com"/>
* Phone	<input type="text" value="98765"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>

Quote Information

Move to this tab

Transaction


Address Information Shipping and Contact Information **Quote Information** Comments & Attachments Cust

Quote Number DEV7-CPQ-3921

Version 1

Quote Name

* PO Number

* Requested Ship Date 

Agency Code ▼

Split Spiff

* SPIFF Dealership Name, None or Salesperson "Full Legal Name" ▼

Order #

Currency USD

Quote number is auto-generated and becomes the Fellowes Order number

Enter your own reference / purchase order number

This is the preferred date your shipment will leave Fellowes – not arrival date of shipping address!

NOTE: The earliest Request Ship Date must be greater than the longest production lead-time of any product on your Quote/Order!

See our Partner Portal for Product Production Lead Times!

Apply a single or split SPIFF to the order if applicable or choose NONE

* 1st Salesperson "Full Legal Name"

 ▼

2nd Salesperson "Full Legal Name"

 ▼

3rd Salesperson "Full Legal Name"

 ▼

Types: Program/Order/Contract/SPA

Order > Contract > SPA Must be entered in sequential order

Program Type

Standard

- Less is More
- Standard



* Order Type

- Commercial
- Federal
- Healthcare
- SLED

* Contract Type

- SPA

* Special Pricing Agreement

- 16469-19-CAR DEALER
- 16469-20-CAR DEALER - CN
- Other - Enter SPA in Comments
- Other - Please enter SPA in invoice comments
- Spls

Enter here if your agreed SPA is not visible in drop down list.
Have you chosen the right Order & Contract Type?

Comments & Attachments

Invoice Comments

[Text input field for comments]

Import TXT (renamed from SIF) Steps 1-3

Transaction

Address Information

Shipping and Contact Information

Quote Information

Comments & Attachments

Customer Documents

Move to this tab

Import SIF Choose File No file chosen

Please change the extension of the file from .sif to .txt prior to importing it into CPQ. Please note: Large SIF imports may take some time to load, causing a "time-out" error notification to be displayed, but the SIF import will continue to run. Check back later to confirm all SIF lines have been imported.

Import CSV Choose File No file chosen

Upload CSV

Name	Status	Date modified	Type	Size
1 line (2).sif	🟢	31/01/2023 14:51	SIF File	2 KB
1 line INR.sif	🟢	31/01/2023 14:51	SIF File	2 KB
2 lines.sif	🟢	31/01/2023 14:51	SIF File	2 KB
5 lines.sif	🟢	31/01/2023 14:51	SIF File	5 KB
7 lines.sif	🟢	31/01/2023 14:51	SIF File	16 KB
9 lines.sif	🟢	31/01/2023 14:51	SIF File	9 KB
10 lines.sif	🟢	31/01/2023 14:51	SIF File	12 KB
11 lines (2).sif	🟢	31/01/2023 14:51	SIF File	12 KB
11 lines.sif	🟢	31/01/2023 14:51	SIF File	12 KB
12 lines.sif	🟢	31/01/2023 14:51	SIF File	14 KB
12 lines.txt	🔄	31/01/2023 14:51	Text Document	14 KB
14 lines.sif	🟢	31/01/2023 14:51	SIF File	12 KB
22 lines.sif	🟢	31/01/2023 14:51	SIF File	17 KB
61 lines LIM.sif	🟢	31/01/2023 14:51	SIF File	64 KB
149 lines.sif	🟢	31/01/2023 14:51	SIF File	151 KB

Transaction

Address Information

Shipping and Contact Information

Quote

Import SIF 12 lines.txt

Remove

Please change the extension of the file from .sif to .txt prior to importing it into CPQ. Please note: Large SIF imports may take some time to load, causing a "time-out" error notification to be displayed, but the SIF import will continue to run. Check back later to confirm all SIF lines have been imported.

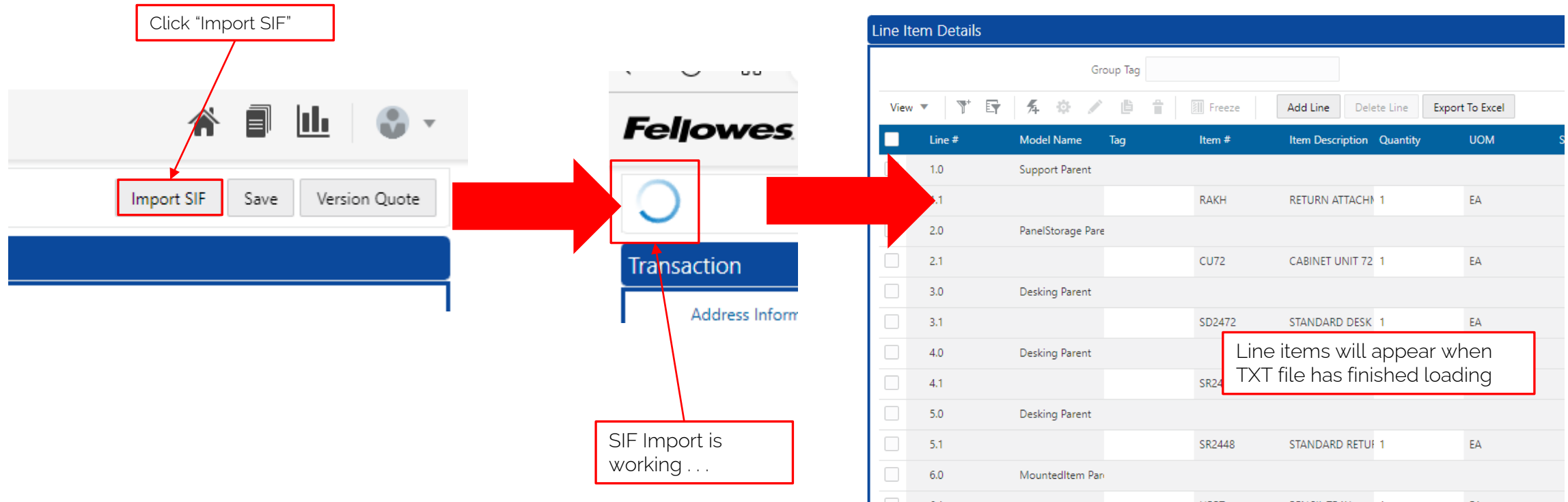
Shows the selected file as being ready to import

SIF has been renamed to TXT

12 lines.sif

12 lines.txt

Import TXT (renamed from SIF) Steps 4-6



Add Lines

Click "Add Line"

NOTE: Will only be enabled when all Header level mandatory fields have been entered

Line Item Details

Group Tag

View Freeze Add Line Delete Line Export To Excel

Line # Model Name Tag Item # Item Description Quantity U

Product Search

Is This Special Item

Product Search

SICEGHSRT

Search for Item by Product (Catalog Number)

10SETUPFEE
AKM2
ALBUFFCOMPOUND
AM21INCARBONFILTR
AM2DWRECMT
AM2HEPAFILTER

Product Search

SICEGHSRT

CHOICES ENHANCED GLIDE HSG INSERT

Configure Item

Click "Configure Item"

Add Line Item Configuration

Default Tab Pricing Details

Item CECWS304296R

Program Type Standard

Basic Item Information

Type of Item Extended Corner Work Surface

Choose Side (RH) Right Hand

(RH) Right Hand Width 96

Other Width 42

Depth 30

Select Additional Options

Grommet Option Please Select Grommet Option

Select Laminate Color

Show Surface Library

Lookup Laminate Color by Color Code

Laminate Type Standard

Grade Please Select Grade

Manufacturer Please Pattern/Manufacturer

Laminate Color Please Select Laminate Color





Edge Color Please Select Edge Color

Select configuration options for the catalog item selected

Add to Transaction

Quick Add

Line Item Details

View    

Line # Model Name


Quick Add




Quick Add

Pricebook Base Price

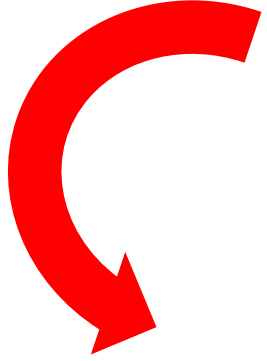
+ Clear All

Item # 

Design

 Part Number is not valid

OK Cancel



Option to add sundry line items for :

- Design
- Project Management
- Installation
- Reconfiguration
- Miscellaneous

Design	Design	1	\$150.00
--------	--------	---	----------

Enter the agreed Unit Price on the line item

Line Item Reconfiguration






Line #	
1.0	Parent
1.1	Child
2.0	Parent
2.1	Child

To reconfigure a line item, you must select the PARENT

<input type="checkbox"/>	3.0	Desking Parent			
<input type="checkbox"/>	3.1		4508/216	SD2472	STANDARD DESK 2
<input type="checkbox"/>	4.0	Desking Parent			
<input type="checkbox"/>	4.1		4508/216	SR2448	STANDARD RETUF 1
<input checked="" type="checkbox"/>	5.0	Desking Parent			
<input type="checkbox"/>	5.1		4508/216	SR2448	STANDARD RETUF 1
<input type="checkbox"/>	6.0	MountedItem Par			

Line Item Details

Group

View     

Line #	Model Name	Table
--------	------------	-------

Then Click the Reconfiguration Button

Item

Item: SR2448

Program Type: Standard

Basic Desk Information

Type of Desk: Standard Return

Width: 48

Depth: 24

Select Desk Options

Report Option: (P) End Panel

Option: (F) Full

Grommet Option: (GY) Grommet(s)

Grommet Color: (R) CHARCOAL

Update Save

Update to validate changes and confirm new price.

Save to return to Line Items page

Tagging

Line Item Details

Group Tag

Update All Tags

Update Selected Tags

Update Empty Tags

Group Tag is the Tag label to attach to single or multiple selected Line Items

Choose a mass update option for tagging using your entered Group Tag

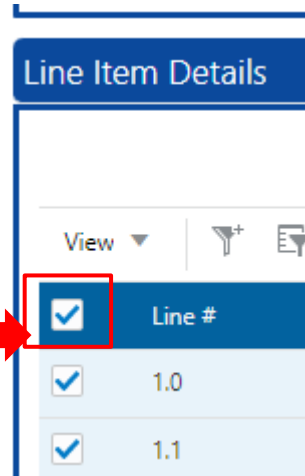
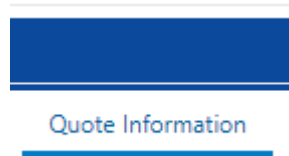
<input type="checkbox"/>	Line #	Model Name	Tag
<input type="checkbox"/>	1.0	Support Parent	
<input type="checkbox"/>	1.1		FIRST FLOOR
<input type="checkbox"/>	2.0	PanelStorage Pare	
<input type="checkbox"/>	2.1		FIRST FLOOR
<input checked="" type="checkbox"/>	3.0	Desking Parent	
<input type="checkbox"/>	3.1		THIRD FLOOR
<input checked="" type="checkbox"/>	4.0	Desking Parent	
<input type="checkbox"/>	4.1		THIRD FLOOR
<input type="checkbox"/>	5.0	Desking Parent	
<input checked="" type="checkbox"/>	5.1		THIRD FLOOR
<input type="checkbox"/>	6.0	MountedItem Pan	
<input checked="" type="checkbox"/>	6.1		THIRD FLOOR
<input type="checkbox"/>	7.0	MountedItem Pan	
<input type="checkbox"/>	7.1		FIRST FLOOR
<input type="checkbox"/>	8.0	MountedItem Pan	
<input type="checkbox"/>	8.1		4508/216

Select lines at either Parent or Child for tagging

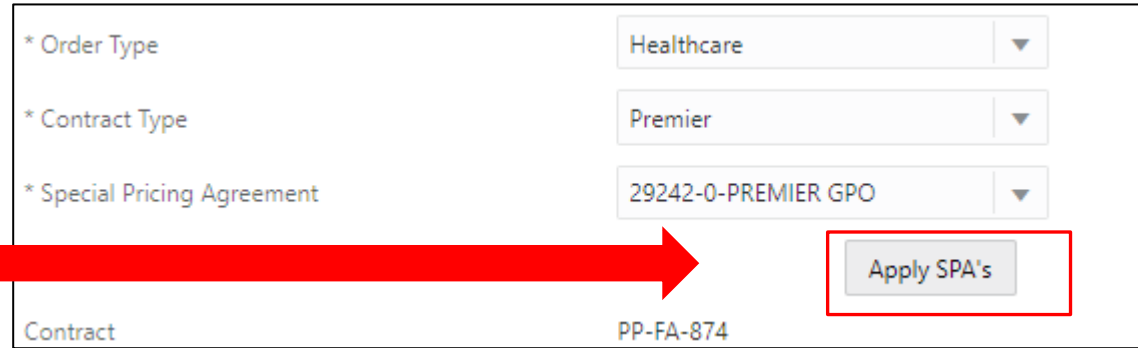
Press Update Selected Tags

Applying the SPA to All Line Items

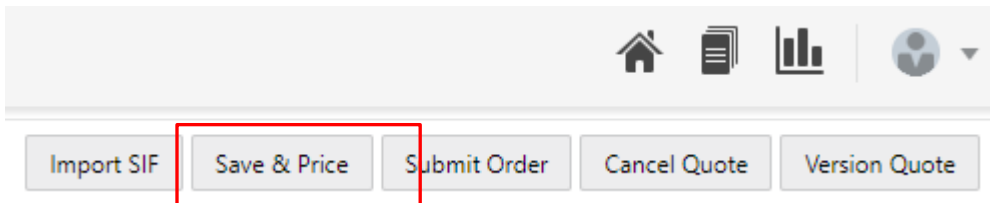
Go to the Quote Information tab



Check the box to select All line items



Click "Apply SPA's"



Click "Save & Price" and the line item discounts will appear against all applicable line items where SPA has been agreed and set-up.

SPA	List Price	New List	Discount
29242-0-PREMIER	\$55.00	\$110.00	0.00
29242-0-PREMIER	\$2,071.00	\$4,142.00	0.00
			0.00

The SPA name is now visible against all applicable lines, however the Discount has not calculated

Copy Line Items

Line #	
1.0	Parent
1.1	Child
2.0	Parent
2.1	Child

To copy a line item, you must select the PARENT

You can copy multiple line items at once

<input type="checkbox"/>	Line #	Model Name	Tag	Item #
<input checked="" type="checkbox"/>	1.0	Support Parent		
<input type="checkbox"/>	1.1		FIRST FLOOR	RAKH
<input checked="" type="checkbox"/>	2.0	PanelStorage Pare		
<input type="checkbox"/>	2.1		FIRST FLOOR	CU72
<input type="checkbox"/>	3.0	Deskina Parent		

New line items are created

<input type="checkbox"/>	Line #	Model Name	Tag	Item #
<input type="checkbox"/>		Support Parent		
<input type="checkbox"/>	1.1		FIRST FLOOR	RAKH
<input type="checkbox"/>	2.0	Support Parent		
<input type="checkbox"/>	2.1		FIRST FLOOR	RAKH
<input type="checkbox"/>	3.0	Support Parent		
<input type="checkbox"/>	3.1		FIRST FLOOR	RAKH
<input type="checkbox"/>	4.0	PanelStorage Pare		
<input type="checkbox"/>	4.1		FIRST FLOOR	CU72
<input type="checkbox"/>	5.0	PanelStorage Pare		
<input type="checkbox"/>	5.1		FIRST FLOOR	CU72
<input type="checkbox"/>	6.0	PanelStorage Pare		
<input type="checkbox"/>	6.1		FIRST FLOOR	CU72

Copy Line Items

Number Of Copies

Number Of Copies

1 |

1 |

Select the number of copies per line selected








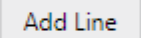

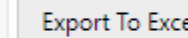
Click OK

OK

Freeze Line Item Columns

Line Item Details

Group Tag:

View        **Freeze**   

<input type="checkbox"/>	Line #	Model Name	Tag	Item #	Description Override	Item Description
<input type="checkbox"/>	1.0	Support Parent				
<input type="checkbox"/>	1.1		FIRST FLOOR	RAKH		
<input type="checkbox"/>	2.0	Support Parent				
<input type="checkbox"/>	2.1		FIRST FLOOR	RAKH		
<input type="checkbox"/>	3.0	Support Parent				
<input type="checkbox"/>	3.1		FIRST FLOOR	RAKH		
<input type="checkbox"/>	4.0	PanelStorage Pare				
<input type="checkbox"/>	4.1		FIRST FLOOR	CU72		CABINET UNIT 72
<input type="checkbox"/>	5.0	PanelStorage Pare				
<input type="checkbox"/>	5.1		FIRST FLOOR	CU72		CABINET UNIT 72

Select a Line Item Column Heading to highlight in pale blue

Click the "Freeze" button to hold the column in position and allow left to right scrolling to the immediate right of the frozen column

OK

Quote/Order Summary

Summary			
Total List Not Including Surcharge or Services	\$15,106.00	Total Fuel Surcharge	\$0.00
Total List Including Surcharge or Services	\$15,326.00	Total Order Surcharge	\$0.00
Total Net Not Including Surcharge or Services	\$6,193.46	Total Steel Surcharge	\$0.00
Total Net Including Surcharge or Services	\$6,413.46	Total Freight Surcharge	\$0.00

Check the Quote Summary totals

Click "Save & Price".

Navigation icons: Home, Documents, Charts, Profile

Buttons: Import SIF, Save & Price, Submit Order, Cancel Quote, Version Quote

When Quote has been validated – you will receive this message

Click "Submit Order" to validate the Quote Entry.

Your Order has been submitted. A confirmation will be sent to the Order Contact email address provided on your order.

OK