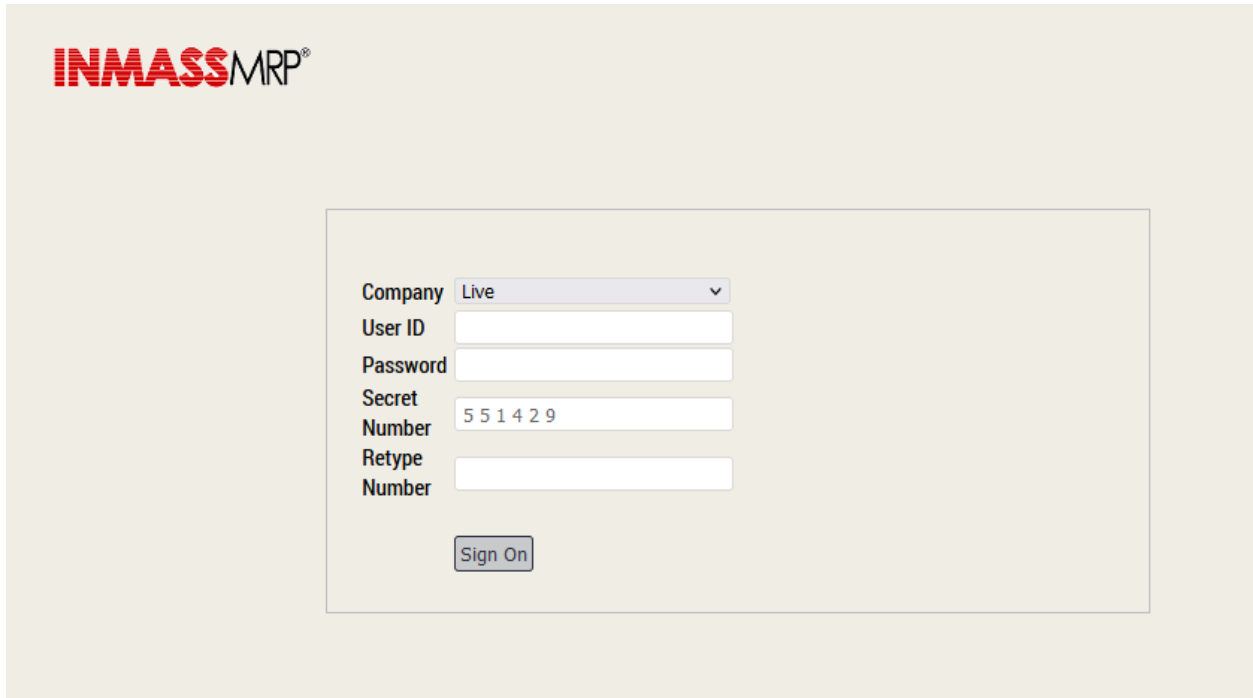


# INMASS Dealer's Guide

\* In order to use INMASS, user should use Firefox Browser to navigate (INMASS will not work with other browsers)

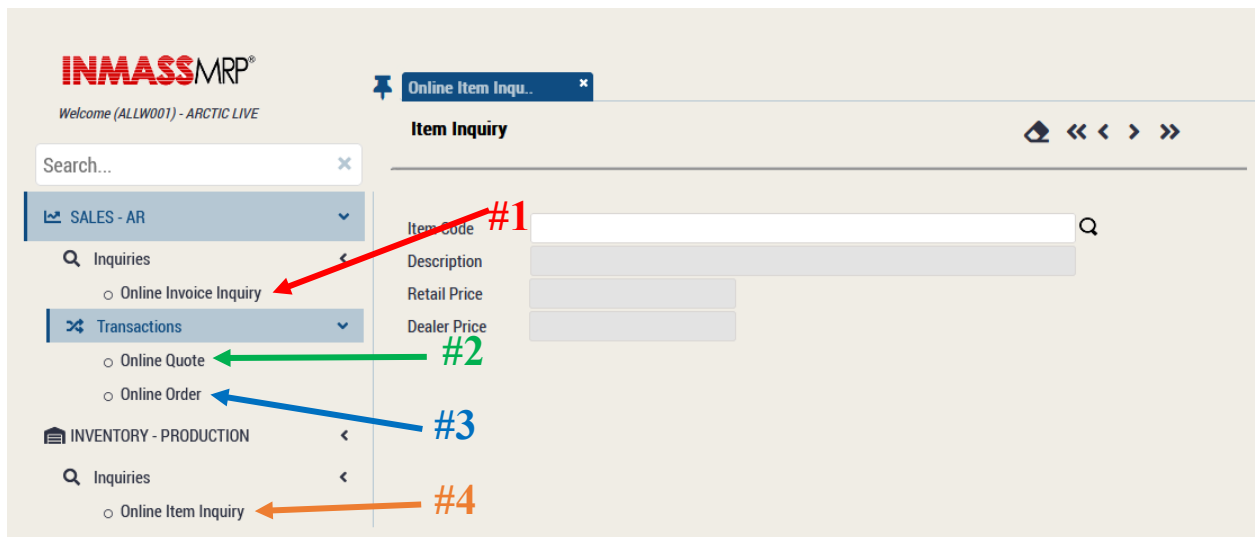
Link to download Firefox Browser <https://www.mozilla.org/en-CA/firefox/new/>

1. Place the link in Firefox [https://q-inmass.com/inmass\\_arctic/default.aspx](https://q-inmass.com/inmass_arctic/default.aspx) and Log-in with your credentials (provided by Arctic) using your User ID and Password (see below).



The image shows the INMASS MRP login interface. At the top left is the INMASS MRP logo. Below it is a login form with the following fields: Company (a dropdown menu with 'Live' selected), User ID (a text input field), Password (a text input field), Secret Number (a text input field with the value '5 5 1 4 2 9'), and Retype Number (a text input field). A 'Sign On' button is located at the bottom of the form.

2. After logging in, on the left side, user will be able to view and print Invoices – **Online Invoice Inquiry #1**, provide a quote – **Online Quote #2**, place an order – **Online Order #3**, and check an Item price – **Online Item Inquiry #4**. Below are step by step procedures to do so:




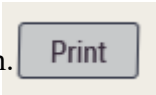
Picture 1

## Steps in #1 – Online Invoice Inquiry

- Click on **Online Invoice Inquiry #1** (as shown in Picture 1 on Page 1) and user will see Online Invoice Inquiry Page (as shown in Picture 2).

The screenshot shows the 'Online Invoice Inquiry' interface. At the top, there's a search bar and a 'Log Off' link. The main section is divided into 'Main Entry' and 'Detail Entry' tabs. Below these are various input fields for invoice information, including 'Number', 'Customer', 'Date Entered', 'Order No.', 'Status', 'Sold To' (with sub-fields for Name, Address, City, State, Zip, Country, and Attention), 'Ship To' (with similar sub-fields), 'Date Applied', 'Required', 'Shipped', 'FOB', 'Via', 'Price', 'Terms', 'Sales Rep', 'Location Code', 'Tax Code', 'Our Reference', 'Customer PO', 'Non-printable Comment', and 'Printable Comment'. A 'Print' button is located at the bottom left of the form area.

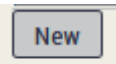
Picture 2

- User can type Invoice number to view the details or user can also click on search button  to search an Invoice.
- User can print an existing Invoice by clicking on Print Button. 


## Steps in #2 – Online Quote

- Click on **Online Quote #2** (as shown in Picture 1 on Page 1) and user will see Online Quote Page (as shown in Picture 3).


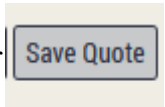
Picture 3


- Click on new  to automatically generate a Quote number.


- User can type part# under Item Code, change the ordered qty.

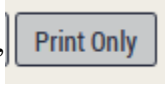
- User can also click on  to search for a part# by Item# or Description.

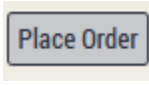
- User can also delete a row by clicking on Delete Item check box  and click on Delete Items .

- Click on  or  to save the current quote.

- Click on  to clear the form.

- Click on  to delete the entire quote but the status must be on hold

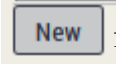
- To print an order, click on Print Only button,  Status must be Hold.

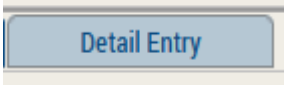
- To place an order, click on Place Order button  Status must be Open and follow steps for Online Order #3.

## Steps in #3 – Online Order



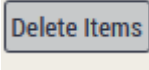


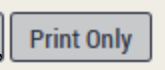
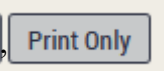


- Click on **Online Order #3** (as shown in Picture 1 on Page 1) and user will see Online Order Page (as shown in Picture 4).

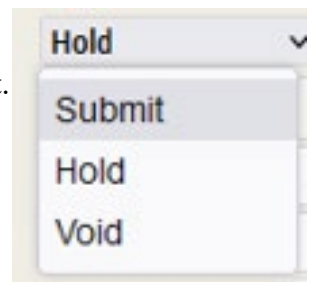
Picture 4

- Click on New  for automatically creating a new order number.
- Be sure to enter all the details in the field marked with red asterisk \* and date requested.

- Click on detail entry button  and new window will appear (as shown in Picture 5)

Picture 5

- User can type part# under Item Code, change the ordered qty.
- User can also click on  to search for a part# by Item# or Description.
- User can also delete a row by clicking on Delete Item check box  and click on Delete Items 
- After entering all part#, click on Main Entry  to go back to Main page.
- Click on  to save the current order.
- To place an order, click on Print Only button,  Status must be Submit.
- To print an order, click on Print Only button,  Status must be Hold.
- Click on  to clear the form.
- Click on  to delete the entire order but the status must be on hold.




## Steps in #4 – Online Item Inquiry

- Click on **Online Item Inquiry #4** (as shown in Picture 1 on Page 1) and user will see Online Item Inquiry Page (as shown in Picture 6).



Picture 6

- User can type the part# under Item Code to view an Item's Description, price (retail & dealer) .
- User can also click on the search button  to search for a part# by Item# or Description.
- User can also scroll front and back to view more part# by the buttons 