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Customer Ordering System

Section 1: Logging In

AMERICAN
Louvered Products Co.
MANUFACTURERS

ALP PREMIER SERIES >
ALP CLASSIC SERIES >
New Item! ALP TECH SERIES >

WHO WE ARE
PRODUCTS
PHOTO GALLERY
INDUSTRY GLOSSARY
TECHNICAL INFO
CONTACT US
DISTRIBUTOR LOGIN
HOME

EXCEPTIONAL SHIPPING & HANDLING

Distributor Login

Please enter your username and password. If you do not have one or are interested in learning more about our distributor program, please contact us at 1-800-277-1441 or send us an [email](#).

Username:
Password:

SUBMIT

[Forgot your password?](#)

813 884 1441 4910 West Knollwood Street, Tampa, Florida 33634 Copyright 2004 American Louvered Products Company. All Rights Reserved.
Site design and development by Morning Star Interactive

Figure 1.1 – Login Page

To log in, the customer will need to do the following:

- (1.) Click on the “**DISTRIBUTOR LOGIN**” link on the left side (circled in **blue**).
- (2.) Click on and enter the “Username” and “Password” (circled in **green**), neither of which are case-sensitive. (If you do not have a username and password, please contact ALP at 1-800-277-1441.)
- (3.) Click the “**SUBMIT**” link (circled in **red**).

If the username or password was incorrect, an error page will be displayed.

If the username and password were correct the next page that is displayed is shown on the following page of this manual (*Section 2*).

Section 2: Order Navigation

WHO WE ARE
PRODUCTS
PHOTO GALLERY
INDUSTRY GLOSSARY
TECHNICAL INFO
CONTACT US
DISTRIBUTOR LOGIN
HOME

EXCEPTIONAL SHIPPING & HANDLING

General Information

Prices/Specification
Prices are subject to change without notice. Due to periodic product improvements, specifications are subject to change without notice.

Order Terms
A written purchase order along with a 50% deposit is required for production to begin. The balance is due on or before the day we ship your order.

Standard Lead-time
Production time is calculated on the date in which we have received the deposit, measurements and all pertinent information. Shipping dates are approximate and subject to change. Options may add to delivery lead-time. Please contact us for current lead-time information.

Freight
All orders over \$2,000 will be prepaid Freight. All orders under \$2,000 will be Freight on Board (F.O.B.). Tampa.

Freight Damage Procedure
When customers receive their shipment, they should check all the boxes for any appearance of damage. If there is any damage to the carton, the customer should open the package to check for damage to the product. If there is damage to the order please note it on the freight bill. State on the freight bill, which shutters were damaged. Once you have filled out the comments on the freight bill, fax it to American Louvered Products (813-882-4487) so we can work on fixing your situation.

[General Information](#) | [Marketing Materials](#) | [Price Lists](#) | [Discount Program](#)
[Standard Shutter Specification](#) | [Place an Order](#) | [View Past Orders](#)

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Figure 2.1 – Distributor Welcome Page

To **place a new order**, click on “Place an Order” in the navigation at the bottom, circled in **red** (Section 2.1).

To see a **list of past orders**, click on “View Past Orders” in the navigation at the bottom, circled in **red**. The page shown next will be displayed (Section 2.2).

Section 2.1: Starting A New Order

Place an Order

Order Entry Procedure
 Note: Correct Instructions will change based on order form pages.

1. Enter a job name to ensure proper project reference.
2. Enter the quantity of shutters per opening.
3. Enter the amount of panels per opening.
4. Specify if you want your shutter clear grade (CL), paint grade (FJ), or primed (PR).
5. Enter the opening size, from left outside panel to right outside panel. Due to different hinge configurations, no allowance is made for hinging to frame stock. We work in 1/8 inch increments.
6. Enter the louver size you'd prefer.
7. Specify if you want flat blade louvers or elliptical blade louvers.
8. Specify whether you'd like 3 or 5 inch top rails. See the Shutter Height Chart for reference.
9. Specify the size for center rail.
10. Specify any other shutter configuration parameters you desire.

Use technical single-page order form

START AN ORDER

Figure 2.2 – Initial ‘Place an Order’ Screen

This is the screen you will see when you click on the “Place an Order” link in the bottom navigation. The “Use technical single-page order form” option (red) lets you choose between a user-friendly, multiple-paged edit mode (discussed in Sections 3.2) or a technical single-page edit page (discussed in Sections 3.1).

Click the “START AN ORDER” button to enter a new order (jump to Section 3.1 or 3.2 for ordering details).

Section 2.2: Orders List

Order Summary

Click the order number to view the customer confirmation/invoice for that order. Placed orders cannot be edited online. Please call for changes to an order.

Customer # 3054 [Show Cancelled and Completed Orders](#)

Order #	Job Name	Date Ordered	Price	Status	Ship Date
5550	Edit Confirmation (W/out prices)	12/23/2005	\$189.54	Incomplete Proposal	12/23/2005 (est.)
5541	jb Invoice (W/out prices)	10/24/2005	\$1,000.47	In Production	
5539	Test Invoice (W/out prices) Frame Cut List	10/04/2005	\$777.59	In Production	
5532	New Job Test 1 Invoice (W/out prices) CAD Drawings	08/31/2005	\$19,869.09	In Production	9/19/2005 (est.)

[Create New Order](#)

Figure 2.3 – Order List

An example of what you would see with several orders already created is shown in the red area above. By default this list will not include cancelled or complete orders. Click “Show Cancelled and Completed Orders” (in yellow) to display all orders.

To make a new order from this page, you can click the “Create New Order” link, circled in green.

Order Options (**Blue**):

BACK: Sends you back to the last line item edit screen.

ADD TO ORDER: Creates a new line item for this order.

PLACE ORDER: Changes the order from an incomplete proposal to a standard proposal. Note: This makes the order un-editable by the customer. (To *Section 2.2*)

SAVE ESTIMATE: Saves the order for future modification and completion. (To *Section 2.2*)

Section 3: Creating an Order

Section 3.1: Single-Page Line Item Add/Edit

Figure 3.1 – Line Item Short Order

When all of these parameters are adjusted, defining the desired product, the “ADD” button (or “Update Line Item” button, in the case of editing a line item) should be clicked on.

Job Name: A title for this line item that will be displayed on the confirmation.

Defaults: A list of preset-parameter sets to use when entering a line item. When a default is chosen, some of the line item parameters are automatically selected.

Series Type: The ALP shutter series.

Product Type: The shutter product type (a shape).

Panel Material Type: The type of material to make the panels out of—either wood or vinyl.

Finish Type: The finish type to use for the shutters. (This applies only to wood material.)

Opening Quantity: The product quantity.

Panels Per Opening: The number of panels in this product.

Requested Width: The overall width of this line item.

Requested Height: The overall height of this line item.

Opening Type: Determines if this line item has a frame or not. “Outside Frame Dimensions” means that the product requires a frame.

Frame Material Type: Allows the customer to choose a different material for the frame as for the panels. (*Option is selectable only if there’s a frame.*)

Don’t Include Frame: Allows the customer to build their own frame. ALP will not ship any frame and will charge less as a result. (*Option is selectable only if there’s a frame.*)

T-Post: Determines if the line item has any T-posts.

T-Post Locations: Specifies the number of T-posts and their positions in relation to the panels. The blue rectangles represent the panels. The checkboxes are available positions for T-posts (anywhere between panels). (*Option is selectable only if T-Post is ‘Yes’.*)

T-Post Section Widths: Specifies the width of sections from T-post to T-post. Section 1 is from the left edge of the shutter to the left-most T-post, Section 2 is from the left-most T-post to the next T-post to the right, and so on. (*Option is selectable only if T-Post is ‘Yes’.*)

Louver Size: The width in inches of the louvers.

Louver Type: The profile shape of the louvers.

Mouse Hole: A small cutout for the end of the tilt rods.

Mortises Left / Right: Determines the number of panels to receive mortises on the left side and the right side for the T-post sections. (*Option is selectable only if Mortise is ‘Yes’.*)

Mortise Size: The size in inches for the mortises. The second select box that says “ALL” by default is an option to specify how many outside panels should be mortised at this size. If the “ALL” is changed to fewer panels, another row will appear giving the option to specify the size of the inner-most panels. (*Option is selectable only if Mortise is ‘Yes’.*)

Rabbet: Determines if the panel/s should be rabbeted. Note: A rabbet allows two panels to fold together properly.

Top Rail Size: The size of the top rails (horizontal boards) used in creating the panels.

Center Rail Size: Determines if the panels have a divider rail; and, if so, what the size should be for them.

Additional Louvers: Specifies if one or more extra louvers should be used in the panels.

This option only works if the rail sizes are sufficiently large to be trimmed to make room for the extra louver/s.

Top Louver Quantity: The number of louvers above the divider rail.

Center Louver Quantity: Determines if the panels should have more than two sections of louvers (and more than one divider rail if the product has a divider rail). If there is no divider rail, and this value is nonzero, the system will create a product with three tilt rods.

Desired Divider Distance: The distance from the bottom of the product to the center of the divider rail (the lowest one if there are two).

Top Trim: The amount that the panels will be trimmed at the top to get the specified height.

Recalculate Trims: Ensures that the current trims are up-to-date.

Tilt Rod Type: Determines how/where the tilt rods will be attached to the panels.

Comments: Gives the customer the option to specify additional requirements and desires for the line item to ALP.

Sq.Ft. Price: The required price per square foot of the opening area.

Unit Price: The price for one of these products that is being ordered. So, the total price for this line item can be calculated by multiplying the “Opening Quantity” by the “Unit Price.”

Recalculate Prices: Ensures that the current unit price is up-to-date.

Section 3.2.1: Multi-Page Line Item Add/Edit – Page 1

Order Form

Regular Rectangle

Enter JOB NAME:

Click one of these **OPENING TYPES**. Is the opening dimensions the
 Outside frame (includes frame) or Inside frame (panels only)?

Select the **FRAME MOUNT TYPE**.
 Outside mount or Inside mount

Enter the Quantity. Select material and finish types, enter dimensions, then click CONTINUE.

OPENING QUANTITY **PANELS PER OPENING**
 Wood Material Vinyl Material
 (options are displayed depending on which finish was chosen)

WOOD FINISH:

Premier Series: Our highest grade shutters. Due to the exceptional attention to detail and finish. Please allow an extra week for delivery.
Classic Series: Our economical option for beautiful wooden shutters. Standard and custom sizes are available for quick delivery.

Enter the **DIMENSIONS** in INCHES where indicated in the drawing below.

Figure 3.2 – Line Item Long Order, p.1

Each of the following options is available on the first order page:

Job Name (Above the Red Area): A title for this line item that will be displayed on the confirmation.

Opening Type (Red): Determines if this line item has a frame or not. “Outside Frame Dimensions” means that the product requires a frame and that the shutter dimensions include the frame. “Inside Frame Dimensions” means that the product does not have a frame and that the shutter dimensions don’t include a frame.

Frame Mount Type (Blue): Determines how the frame will be attached or mounted to the opening. One of the two options must be selected.

Opening Quantity (Top-Left of Green): The product quantity. A number greater than 1 means that at least 1 duplicated of this line item will be ordered.

Panels Per Opening (Top-Right of Green): The number of panels in this product.

Panel Material Type (Bottom of Green): The type of material to make the panels out of—either wood or vinyl.

Finish Type (Yellow): The finish type to use for the shutters. Click on this box to change to choose another option.

Requested Dimensions (Purple): The overall width and height of this line item. Other product types (with different shapes) have additional dimensions, such as the low point of an arch or the size of the handle cutout for French doors.

When you have entered all your selections, click on “CONTINUE” (in orange) to move to the next order screen.

Section 3.2.2: Multi-Page Line Item Add/Edit – Page 2

Figure 3.3 – Line Item Long Order, p.2

Each of the following options is available on the second order page:

T-Post Options (Red): Determines how many T-posts the product has, where they should go, and how wide the T-post sections are that are created, where the T-posts are the section dividers. T-posts are optional. (*Option is not available if there is only one panel in the opening or if there's no frame.*)

T-Post Locations (Orange): Specifies the number of T-posts and their positions in relation to the panels. The blue rectangles represent the panels. The checkboxes are available positions for T-posts (anywhere between panels). (*Option is selectable only if the T-Post option above is 'Yes'.*)

T-Post Section Widths (Purple): Specifies the width of sections from T-post to T-post. Section 1 is from the left edge of the shutter to the left-most T-post, Section 2 is from the left-most T-post to the next T-post to the right, and so on. (*Option is selectable only if the T-Post option above is 'Yes'.*)

Louver Size (Blue): The width in inches of the louvers. *Note: A louver is one of the many horizontal pieces of a panel that has rotational movement.*

Louver Type (Green): The profile shape of the louvers.

Tilt Rod Type (Yellow): Determines how/where the tilt rods will be attached to the panels. The “split tilt rod” option creates more than one group of louvers joined by tilt rods. The “split tilt rod” option allows for a division of the louvers without a divider rail. *Note: Typically found in the center of a panel, this small vertical strip of material is used to control louver movement. It may also be hidden from view.*

Divider Rail (Cyan): Determines if this product will have a divider rail, separating the top louvers from the bottom louvers within the panels. *Note: A divider rail is a horizontal mounted component that creates one section of louvers separated from another section within a shutter panel. This rail is optional and can be mounted at various heights.*

When you have entered all your selections, click on “CONTINUE” to move to the next order screen.

Section 3.2.3: Multi-Page Line Item Add/Edit – Page 3

The screenshot shows a web form for adding or editing a line item. The form is divided into several sections, each highlighted with a colored border:

- TOP RAIL SIZE:** A dropdown menu showing "5" with a blue border.
- MORTISE:** Radio buttons for "Yes" and "No", with "No" selected, highlighted with a blue border.
- FRAME TYPE:** A section with multiple radio button options for different frame types (Hanging Strips, 2" L-Frame, 2 1/2" L-Frame, 3 1/8" L-Frame) and their sided configurations, highlighted with a green border.
- DIVIDER (CENTER) RAIL (Optional):** A section with a text input field for distance in inches and radio buttons for "3" and "6" size, with "3" selected, highlighted with a yellow border.
- LOUVER QUANTITIES:** A section with three input fields for "Top", "Bottom", and "Center (only used with two divider rails)", highlighted with a cyan border.
- TRIM:** A section with two input fields for "Top" and "Bottom" trim amounts, highlighted with an orange border.
- LINE ITEM COMMENTS:** A large text area for additional notes, highlighted with a purple border.

At the bottom right of the form are two green buttons: "BACK" and "ADD TO ORDER".

Figure 3.4 – Line Item Long Order, p.3

Each of the following options is available on the second order page:

Top Rail Size (Red): The size of the top rails (horizontal boards) used in creating the panels.

Mortise Options (Blue): Determines the number of panels to receive mortises on the left side and the right side for the various T-post sections. *Note: A mortise is a small recess at the edge of a shutter where the hinge is mounted.*

Desired Divider Distance (Yellow): The distance from the bottom of the product to the center of the divider rail (the lowest one if there are two).

Divider Rail Size (Yellow): Determines if the panels have a divider rail; and, if so, what the size should be for them.

Top/Bottom Louver Quantity (Cyan): The number of louvers above/below the divider rail.

Center Louver Quantity (Cyan): Determines if the panels should have more than two sections of louvers (and more than one divider rail if the product has a divider rail). If there is no divider rail, and this value is nonzero, the system will create a product with three tilt rods.

Top/Bottom Trim (Orange): The amount that the panels will be trimmed at the top/bottom to get the specified height.

Comments (Purple): Gives the customer the option to specify additional requirements and desires for the line item to ALP.

When you have entered all your selections, click on "ADD TO ORDER" to go to the edit order page (*Section 2.2*).

Section 4: Report Information

Section 4.1: The Customer Confirmation / Invoice

Customer Confirmation															
American Louvered Products Co. 4910 W. Knollwood St. Tampa, FL 33634 813-884-1441 Voice 800-277-1441 Voice 813-882-4487 Fax										5529 Invoice No.					
Bill To: [Redacted] Mailing Address: [Redacted] City, State, & Zip: [Redacted] Phone: [Redacted]					Ship To: [Redacted] Address: [Redacted] City, State, & Zip: [Redacted]										
							Order Date: 09/10/2005		Terms: C.O.D.						
Opn'g Qty.	Opening Width x Height	Pnl's Per Opn'g	Qty. Req'd	Finished Panel Width x Height	Group Line #	Stile Width	Rail Top Center Bottom	Style Thickness C/R Dist.	Louver Style Center Bottom	Tilt Rod Type Split T/R Hidden L / R	Panel Finish Rabbet Mortise	Frame Type Mount Type Product Type	Unit Area (Sq.Ft.) Cost	Total	
Job Name / Comments															
2	100 x 100	3			A-1	2	5	RECESS	2-1/2	21	HIDDEN	Vinyl	2" L-Frame 4-sided	69.44	138.88
 2 T-Post/s (xTxTx) [33-5/16; 33-3/8; 33-5/16] 															
ThisIsaTest223															
													Total Area (Sq.Ft.): 138.88		
													Subtotal: \$1,356.86		
													Sales Order Discount: \$0.00		
													Pick-Up Discount: \$0.00		
													Sales Tax: \$94.98		
													Total Price: \$1,451.84		

Figure 4.1 – Customer Confirmation

To get to this invoice/customer confirmation page, the customer can click on the “Invoice” or “Confirmation” link on the order list page as shown in *Figure 2.1*.

Red Area

This shows T-post information for the line items. In this example, the “(xTxTx)” shows the position of the T-post relative to the panels. The “T” represents a T-post and the “x” represents a panel. The part in the square brackets, “[33-5/15; 33-3/8; 33-5/15],” shows the T-post section widths.

Blue Area

The “(w/WF)” is an abbreviation for “with Wood Frame.” “(w/VF)” is an abbreviation for “with Vinyl Frame.”

Rail Sizes

The top rail size that is given on the customer confirmation is the final, finished size of the top rail after trimming has been done on the panels. The bottom rail size is also the final, finished size of the bottom rail after bottom trim.

Abbreviations Used

<u>Abbreviation</u>	<u>Equivalent</u>
Opn'g Qty.	Opening Quantity
Pnl's Per Opn'g	Panels Per Opening
Qty. Req'd	Quantity Requested
C/R Dist.	Divider (Center) Rail Distance
Split T/R	Split Tilt-rod
ELLIPT	Elliptical



Section 4.2: The Frame Cut List

American Louvered Products Co. 4910 W. Knollwood St. Tampa, FL 33634 813-884-1441 Voice 800-277-1441 Voice 813-882-4487 Fax		Manufacturing Work Sheet				5529 Sales Order			
Frame Cut List									
Line Number	Frame Type Mount Type	Qty.	Requested (W x H) Actual (W x H)		Width Qty.	Cut Width	Height Qty.	Cut Height	Finish Type Group
376	2" L-Frame 4-sided Inside Mount (w/WF)	2	100" 99.75"	100" 99.75"	4	98.625"	4	98.625"	Primed A-1
<i>This/SaTest223</i>									
376	T-Post	2	100"	100" 100"	0		4	100"	Primed A-1
<i>This/SaTest223</i>									
Total Length:		100.00							

Figure 4.2 – Frame Cut List

To get to this Frame Cut List page, the customer can click on the “Frame Cut List” link on the order list page as shown in *Figure 2.1*.

The “**Cut Width**” and “**Cut Height**” are calculated specifically for ALP’s saw and will not necessarily work for customers.

The “**Width Qty.**” and “**Height Qty.**” show how many vertical and horizontal frame pieces are needed, respectively.

The “Total Length” is the total linear feet of material required to build all the panels listed.

For the “**Mount Type**,” the “(w/WF)” is an abbreviation for “with Wood Frame.” “(w/VF)” is an abbreviation for “with Vinyl Frame.”