

The following document outlines the purpose, process and behavior of the new order management utility deployed by Regency. Primarily, this utility will streamline how orders for print, promotional and apparel items are delivered to and managed by our suppliers, ultimately replacing the need for vendors to process orders through the Four51 webstore login.

To access the utility, simply click the link in the notification email that will be released each time an order is submitted. The link is unique for each user, therefore, each unique user that should have access to the vendor dashboard will need to be added to the system as a contact. The link will redirect to the vendor dashboard which will be displayed as below:



ASI#: 306196
PPAI#: 436730

SHIP ON REGENCY UPS ACCOUNT# E80687
ONLY Regency Corporate employees are authorized to request order modifications

SEND INVOICES TO:
ap@regencyop.com
Regency Business Solutions
8024 Glenwood Avenue
Suite 200
Raleigh, NC 27612
919-676-0522

Vendor PO Dashboard - CE Print

[Download User Guide](#)

PO #	Internal ID	Submit Date	Submitted By	Customer	Ship To	# Lines	PO Total	Status	Reference #
WO-201104130	126937	2/19/2020	System Generated	Flexco	Woodridge, IL 60515	2	461.50	Open	
WO-201104419	127025	2/19/2020	Daniel Gallagher	Wake Internal Medicine Urgent Care	Raleigh, NC 27612	1	83.20	Open	
WO-201104350	127035	2/19/2020	Daniel Gallagher	Blythe Construction	Charlotte, NC 28206	1	312.00	Open	
WO-201104705	127054	2/19/2020	System Generated	Hubbard Contruction	WINTER PARK, FL 32789-7201	2	30.00	Open	
WO-201104707	127057	2/19/2020	System Generated	Hubbard Contruction	WINTER PARK, FL 32789-7201	2	34.00	Open	
WO-201103697	126838	2/18/2020	System Generated	Avant, LLC	Brentwood, TN 37027	1	134.36	Open	
WO-201103554	126867	2/18/2020	Daniel Gallagher	J&J Worldwide Services	Austin, TX 78735	1	42.42	Open	
WO-201103822	126885	2/18/2020	Daniel Gallagher	Huntleigh Securities Corporation	Clayton, MO 63105	1	79.35	Open	
WO-201101882	126547	2/14/2020	Daniel Gallagher	Carrollton Bank	Jerseyville, IL 62052	1	55.66	Open	
WO-201101303	126446	2/13/2020	System Generated	Ohio University Credit Union	Athens, OH 45701	3	611.26	Open	
WO-201100897	126412	2/12/2020	Bryan Lawson	Kemberton Healthcare Services, LLC	Cherry Hill, NJ 08034	1	254.95	Open	
WO-201087476	123464	1/20/2020	Daniel Gallagher	Raleigh Radiology	Raleigh, NC 27616	1	155.65	Open	

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Invoices - Invoices shall be rendered on completion of services or delivery of goods and shall contain the Purchase Order Number, item number, description of goods or services, quantities, unit prices, date(s) rendered, shipment tracking information and total purchase price. Invoices should be delivered via email to ap@regencyop.com.

Delivery - All goods must be packaged in the manner specified by Regency and shipped in the manner and by the route and carrier designated by Regency. If Regency does not specify the manner in which the goods must be packaged, Seller shall package the goods so as to avoid any damage in transit. If Regency does not specify the manner of shipment, route, or carrier, Seller shall ship the goods at the lowest possible transportation rates, consistent with Seller's obligation to meet the delivery schedule set forth in this Order.

Compliance with Laws - Seller represents and warrants that it is in compliance with and all goods and/or services supplied hereunder have been produced or provided in compliance with the applicable provisions of all federal, state, or local laws or ordinances and all related lawful orders, rules and regulations. Seller shall comply with any provisions, representations, or agreements, or contractual clauses required to be included or incorporated by reference or operation of law in any Order. Seller shall be required to obtain and pay for any license, permit, inspection or listing by any public body or certification organization required in connection with the manufacture, performance, completion or delivery of any good and/or service.

Confidential Information - Notwithstanding any document marking to the contrary, any knowledge or information that Regency has disclosed or may later disclose to Seller, and which in any way relates to the goods or services covered by this Order will, unless otherwise specifically agreed to in writing by Regency, be deemed to be confidential and proprietary. Except as required for the efficient performance of this Order, Seller will not use such information or make copies or permit copies to be made of such drawings, specifications, or other data without the prior written consent of Regency. If any reproduction is made without prior written consent, it will be considered a breach of Confidential Information.

The vendor dashboard will display all orders for you as a vendor in one of three tabs:

- New/Open orders are waiting to be processed
- Fulfilled orders have been shipped, but without recording tracking information
- Completed orders have been shipped and tracking information has been provided

As a vendor you are able to communicate with the Regency team through the order notes, and can also use the 'Hold Order & Notify Regency' button to place an order on hold. When a problem is reported, the job is automatically placed on hold and a ticket is created for internal management of the issue. The team at

Regency will manage the ticket to have the error fixed, and once the problem has been resolved, will release the purchase order back into the queue along with the necessary comments or instructions. Clicking the PO number in the list view will display the details of the selected order. From the order page, clicking the “+” symbol will expand the item(s) and display the full specification of the products; clicking the “-“ will collapse.

Vendor PO - CE Print

PO #: WO-201104419
Internal ID: 127025
Submitted: 2/19/2020 By Daniel Gallagher
Customer: Wake Internal Medicine Urgent Care
Status: Open
Reference #:

Notes

Comments and notes provided here will be returned to Regency team for evaluation

Product ID	Variant	Description	Ship To	Unit Price	Qty	Ext Price
WIMUC-10ENVLW		No 10 Left Window Envelope - Rx Urgent Care	Wake Internal Medicine Urgent Care Amanda Bowman 3100 Blue Ridge Rd. Suite 103 Raleigh, NC 27612	20.80	4 (x500)	83.20

Specs: Item: ITEM: #10 Left Window Envelope
 SIZE: 4-1/8X9-1/2
 Window size: Standard Size and Left Window Placement
 STOCK: 24# white wove
 INK: 1 PMS/0 - Reflex Blue, no bleeds
Product Supplier: CE Print
Production File: [GR12400.pdf](#)

Comment:

Ship Weight:
Ship Cost:
Box Count:
Tracking Number(s):
 Shipped on Regency account

Files

No file chosen

[Return to Dashboard](#)

The expanded product view will provide all needed details for the items and for printed goods will also include a link to download production-ready artwork.

Product ID	Variant	Ship To	Unit Price	Qty	Ext Price
	LAM9ENVK	Lauterbach & Amen Stacie Woodill 668 N. River Road Naperville, IL 60563	8.02	10 (x250)	80.20
Specs:		A Item: #9 Return Envelope Additional Notes: Updated 4/6/18 B Size: 8.875 x 3.875" C Stock: 24# White Wove D Inks: Black E Additional Comments: Standard Gum Flap and Diagonal Seam Product Supplier: CE Print Production File: LAM9ENVK.pdf			
Comment:		<input type="text"/>			

Comments can be added at the product or the order level as well and will be visible to both the supplier and Regency. Comments are tagged with the name of the user based upon the link used to access the dashboard.

For order management purposes, we have provided a 'Reference #' field to be used by vendors to apply their own project ID. This value will also be transferred back to the vendor dashboard where it can be used to search and sort orders.

Vendor PO - CE Printed Products Inc.

PO #: WO-200915231

Internal ID: 100219

Submitted: 3/6/2019 By Daniel Gallagher

Customer: Lauterbach and Amen

Status: Open

Reference #:

The Regency UPS account # is provided in the top left corner of the dashboard for reference. All suppliers should use this account for shipping Regency product if possible.



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To close orders out, do ONE of the following:

- Complete the shipping information and click the 'Fulfill' button if NOT shipping on Regency's account

Ship Weight:

Ship Cost:

Box Count:

Tracking Number(s):

Shipped on Regency account

- Check the box “Shipped on Regency account” and click the ‘Fulfill’ button: if using the Regency account no additional information is required

Ship Weight:

Ship Cost:

Box Count:

Tracking Number(s):

Shipped on Regency account

Suppliers will have visibility to all orders both current and historical for 90 days from completion after which the orders are archived on the Regency side. Completion is considered the date that tracking information is provided for the order and it is marked fulfilled.

Vendor PO Dashboard - CE Printed Products Inc.

PO #	Internal ID	Submit Date	Submitted By	Customer	Ship To	# Lines	PO Total	Status	Reference #
WO-200914128	100201	3/5/2019	Daniel Gallagher	Scheck and Siress	Oak Park, IL 60304	1	7.50	Completed	69848
WO-200910627	100126	2/27/2019	Daniel Gallagher	National American University	Rapid City, SD 57701	1	504.80	Completed	200932
WO-200910698	100127	2/27/2019	Daniel Gallagher	Flexco	Downers Grove, IL 60515	1	127.82	Completed	200919
WO-200910952	100132	2/27/2019	Daniel Gallagher	Wellpath Recovery Solutions	Florida City, FL 33034	1	249.15	Completed	201162
37939-1100	100125	2/26/2019	Daniel Gallagher	Brewery Credit Union	Milwaukee, WI 53202	2	325.00	Completed	200761
WO-200909315	100114	2/25/2019	Daniel Gallagher	Lauterbach and Amen	Naperville, IL 60563	2	339.40	Completed	200930
WO-200908595	100105	2/22/2019	Daniel Gallagher	Alphanumeric Systems, Inc.	RALEIGH, NC 27609-6290	1	99.70	Completed	200383
WO-200907738	100101	2/21/2019	Daniel Gallagher	NurseCore	Sarasota, FL 34232	1	90.50	Completed	200208
32626-1059	100103	2/21/2019	Daniel Gallagher	Diamond Insurance	Schaumburg, IL 60173	1	100.00	Completed	200463