



# Clean Order Tips



## Submitting Orders

- The preferred method is to submit with UPC. If that is not available, use the Acuity CI code or full catalog number.
- If an item is not on the master data item file, there is the ability to enter free form. To avoid mismatches, request that the order entry person copy and paste the UPC to have an accurate match. If that is not available, use the full catalog number or CI code. These items can be found on ADC product search, logged in to AB.com, or on spec/sell sheets.



## Product Discontinuations

- Ensure that each branch is checking IDEA Connector on a regular basis for any inactive products, as those are updated regularly. We also provide a monthly report to each agency so those items can be updated on your master data item file.



## Pricing Discrepancies

- For EDI orders, use your standard stock pricing that is already approved. If any special quotes are sent through, those lines will be placed on pricing review hold and can delay shipment.

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