

# FORWARD ORDERING – CS

## What is it?

Forward ordering is when you project the bulls and quantities that your customer will need over a sire summary, or 4-month period. Forward ordering does not guarantee units, as bull production is not guaranteed. It is helpful for ABS, so the dairy department can plan accordingly to make these bulls available to the best of their ability. It is also helpful for you and your customer, because it increases your likelihood of receiving the projected units you need than if you placed orders month by month.

## What do I need to know?

Forward orders can be edited by you at any time. A detailed email requesting your changes is required.

The 15-day policy still applies to forward orders. Old backorders not filled will be cancelled by the 2nd week of the following month.

## Filling out the Forward order form

The forward order form must be filled out in full. This is very important so Customer Service can key orders accurately and quickly. We receive hundreds of forward orders. If not completed in full or filled out inaccurately, your form and orders will be rejected. You will need to correct the errors, and you will be moved to the bottom of the list for processing.

If you have questions about filling out your forward order form, please contact customer service.

## Step by Step – How to fill out a forward order form

**Step 1:** Locate the forward order form. This can be found on the eBULLETin or <https://www.absmarketingtools.com/supplies>

**Step 2:** Save the form to your computer.

**Step 3:** Complete the Bill to Name and Bill to Number.

- This is who we are billing (or going into an inventory).
  - If not filled in correctly, this could result in an order being direct billed to a customer that you wanted to go into your inventory. Then if you submit a billing through OBI for the same customer, the customer will be double billed.

*Example of an Inventory Forward Order:*

| 4 MONTH PRE-ORDER |                            |           |                 |     |     |                               |
|-------------------|----------------------------|-----------|-----------------|-----|-----|-------------------------------|
| 3                 | BILL TO NAME: George Jones |           | SHIP TO NAME:   |     |     |                               |
|                   | BILL TO NUMBER: 6008888    |           | SHIP TO NUMBER: |     |     |                               |
|                   | FARM NAME:                 |           |                 |     |     |                               |
|                   |                            |           |                 |     |     |                               |
|                   | Bull Number                | Bull Name | SEP             | OCT | NOV | DEC                           |
|                   |                            |           |                 |     |     | Special pricing-<br>if needed |
|                   |                            |           |                 |     |     |                               |
|                   |                            |           |                 |     |     |                               |
|                   |                            |           |                 |     |     |                               |

*Example of a Direct Customer order:*

| 4 MONTH PRE-ORDER |                 |              |     |                 |     |                               |
|-------------------|-----------------|--------------|-----|-----------------|-----|-------------------------------|
| 3                 | BILL TO NAME:   | Loretta Lynn |     | SHIP TO NAME:   |     |                               |
|                   | BILL TO NUMBER: | 98005557     |     | SHIP TO NUMBER: |     |                               |
|                   | FARM NAME:      |              |     |                 |     |                               |
|                   |                 |              |     |                 |     |                               |
|                   |                 |              |     |                 |     |                               |
|                   | Bull Number     | Bull Name    | SEP | OCT             | NOV | DEC                           |
|                   |                 |              |     |                 |     | Special pricing-<br>if needed |
|                   |                 |              |     |                 |     |                               |
|                   |                 |              |     |                 |     |                               |
|                   |                 |              |     |                 |     |                               |

**Step 4:** Complete the Ship to Name and Ship to Number.

- This is who we will be shipping to.
  - If not filled in correctly, we will not know who is responsible for receiving the shipment. This will further cause shipping errors when the order physically ships in the future.

*Example of an order direct billing the customer, but shipping to the representative:*

| 4 MONTH PRE-ORDER |              |     |                 |              |     |                               |
|-------------------|--------------|-----|-----------------|--------------|-----|-------------------------------|
| BILL TO NAME:     | Loretta Lynn | 4   | SHIP TO NAME:   | George Jones |     |                               |
| BILL TO NUMBER:   | 98005557     |     | SHIP TO NUMBER: | 6008888      |     |                               |
| FARM NAME:        |              |     |                 |              |     |                               |
|                   |              |     |                 |              |     |                               |
|                   |              |     |                 |              |     |                               |
| Bull Number       | Bull Name    | SEP | OCT             | NOV          | DEC | Special pricing-<br>if needed |
|                   |              |     |                 |              |     |                               |
|                   |              |     |                 |              |     |                               |
|                   |              |     |                 |              |     |                               |

**Step 5:** If the orders are billing to an authorized representative (500#) or going into an inventory (600#), please proceed with filling out the Farm Name.

If the order is direct billing to the customer, you may skip this step.

- The Farm Name is to note who the units are for
  - If this is not filled in, then it will be difficult for you to identify who these forward orders are for on your prenote. Also, if this field is not filled out and the units are going into your inventory, then a backorder under an inventory will not be filled as quickly. This is also why it is best to direct bill whenever possible.

*Example of an order going into an inventory, and noted for a farm:*

| 4 MONTH PRE-ORDER      |                        |            |                        |              |            |                                       |
|------------------------|------------------------|------------|------------------------|--------------|------------|---------------------------------------|
| <b>BILL TO NAME:</b>   | George Jones           |            | <b>SHIP TO NAME:</b>   | George Jones |            |                                       |
| <b>BILL TO NUMBER:</b> | 6008888                |            | <b>SHIP TO NUMBER:</b> | 6008888      |            |                                       |
| <b>5 FARM NAME:</b>    | Ring of Fire Holsteins |            |                        |              |            |                                       |
| <b>Bull Number</b>     | <b>Bull Name</b>       | <b>SEP</b> | <b>OCT</b>             | <b>NOV</b>   | <b>DEC</b> | <b>Special pricing-<br/>if needed</b> |
|                        |                        |            |                        |              |            |                                       |
|                        |                        |            |                        |              |            |                                       |
|                        |                        |            |                        |              |            |                                       |

*Example of an order direct billing a customer. Note – Farm name is not filled in*

| 4 MONTH PRE-ORDER      |                  |            |                        |              |            |                                       |
|------------------------|------------------|------------|------------------------|--------------|------------|---------------------------------------|
| <b>BILL TO NAME:</b>   | Loretta Lynn     |            | <b>SHIP TO NAME:</b>   | George Jones |            |                                       |
| <b>BILL TO NUMBER:</b> | 98005557         |            | <b>SHIP TO NUMBER:</b> | 6008888      |            |                                       |
| <b>5 FARM NAME:</b>    |                  |            |                        |              |            |                                       |
| <b>Bull Number</b>     | <b>Bull Name</b> | <b>SEP</b> | <b>OCT</b>             | <b>NOV</b>   | <b>DEC</b> | <b>Special pricing-<br/>if needed</b> |
|                        |                  |            |                        |              |            |                                       |
|                        |                  |            |                        |              |            |                                       |
|                        |                  |            |                        |              |            |                                       |

**Step 6:** Fill out the Bull NAAB codes/stud codes of the bulls you would like to order

- Bull Codes must be keyed in full. i.e-make sure to have the 6 if ordering sexel and the 8 for Infocus units at the beginning of codes
- If this is not correct then you could end up with conventional units when you wanted sexed, vice versa. We will not "assume" what you meant.

| 4 MONTH PRE-ORDER      |                    |                  |            |                        |            |              |                                       |
|------------------------|--------------------|------------------|------------|------------------------|------------|--------------|---------------------------------------|
| <b>BILL TO NAME:</b>   |                    | Loretta Lynn     |            | <b>SHIP TO NAME:</b>   |            | George Jones |                                       |
| <b>BILL TO NUMBER:</b> |                    | 98005557         |            | <b>SHIP TO NUMBER:</b> |            | 6008888      |                                       |
| <b>FARM NAME:</b>      |                    |                  |            |                        |            |              |                                       |
|                        |                    |                  |            |                        |            |              |                                       |
| <b>6</b>               | <b>Bull Number</b> | <b>Bull Name</b> | <b>SEP</b> | <b>OCT</b>             | <b>NOV</b> | <b>DEC</b>   | <b>Special pricing-<br/>if needed</b> |
|                        | 629HO18078-10-QF   |                  |            |                        |            |              |                                       |
|                        | 29HO16888          |                  |            |                        |            |              |                                       |
|                        | 829AN1868-10-Q     |                  |            |                        |            |              |                                       |

**Step 7:** Fill out the Bull's Name

- Make sure this matches your bull number for verification of the right product
- If this does not match then we will not know which to key- the number or the name. This could further result in possibly getting the wrong product if the mismatch is not caught.

| 4 MONTH PRE-ORDER      |                    |                  |            |                        |            |              |                                       |
|------------------------|--------------------|------------------|------------|------------------------|------------|--------------|---------------------------------------|
| <b>BILL TO NAME:</b>   |                    | Loretta Lynn     |            | <b>SHIP TO NAME:</b>   |            | George Jones |                                       |
| <b>BILL TO NUMBER:</b> |                    | 98005557         |            | <b>SHIP TO NUMBER:</b> |            | 6008888      |                                       |
| <b>FARM NAME:</b>      |                    |                  |            |                        |            |              |                                       |
|                        |                    |                  |            |                        |            |              |                                       |
| <b>7</b>               | <b>Bull Number</b> | <b>Bull Name</b> | <b>SEP</b> | <b>OCT</b>             | <b>NOV</b> | <b>DEC</b>   | <b>Special pricing-<br/>if needed</b> |
|                        | 629HO18078-10-QF   | HAYES-P          |            |                        |            |              |                                       |
|                        | 29HO16888          | MVP              |            |                        |            |              |                                       |
|                        | 829AN1868-10-Q     | PROFIT DRIVEN    |            |                        |            |              |                                       |

**Step 8:** Fill out the quantity of units per month

- Each month must be filled out in increments of 10
- Not doing this correctly will result in overages/underages or no product at all. Each column must have a quantity to order a bull for that month. You cannot just fill in the first month and assume we will enter for all 4 months

| 4 MONTH PRE-ORDER      |                  |            |                        |              |            |                                       |
|------------------------|------------------|------------|------------------------|--------------|------------|---------------------------------------|
| <b>BILL TO NAME:</b>   | Loretta Lynn     |            | <b>SHIP TO NAME:</b>   | George Jones |            |                                       |
| <b>BILL TO NUMBER:</b> | 98005557         |            | <b>SHIP TO NUMBER:</b> | 6008888      |            |                                       |
| <b>FARM NAME:</b>      |                  |            |                        |              |            |                                       |
| <b>Bull Number</b>     | <b>Bull Name</b> | <b>SEP</b> | <b>OCT</b>             | <b>NOV</b>   | <b>DEC</b> | <b>Special pricing-<br/>if needed</b> |
| 629HO18078-10-QF       | HAYES-P          | 20         |                        | 20           |            |                                       |
| 29HO16888              | MVP              | 10         | 10                     | 10           | 10         |                                       |
| 829AN1868-10-Q         | PROFIT DRIVEN    |            | 20                     |              | 20         |                                       |
|                        |                  |            |                        |              |            |                                       |

**Step 9:** If the order is direct billing a customer or billing an authorized representative (500#), please proceed with filling out the Special pricing.

If the order is going into an inventory (600#), you may skip this step.

- If not noted, full retail pricing will be charged. If a special approval is given by the dairy department or a manager, please note this in the special instructions (step 10). Not doing so can result in a delay in units being filled/allocated.

*Example of an order going into an inventory, and noted for a farm – Pricing is not filled in:*

| 4 MONTH PRE-ORDER      |                        |            |                        |              |            |                                       |
|------------------------|------------------------|------------|------------------------|--------------|------------|---------------------------------------|
| <b>BILL TO NAME:</b>   | George Jones           |            | <b>SHIP TO NAME:</b>   | George Jones |            |                                       |
| <b>BILL TO NUMBER:</b> | 6008888                |            | <b>SHIP TO NUMBER:</b> | 6008888      |            |                                       |
| <b>FARM NAME:</b>      | Ring of Fire Holsteins |            |                        |              |            |                                       |
| <b>Bull Number</b>     | <b>Bull Name</b>       | <b>SEP</b> | <b>OCT</b>             | <b>NOV</b>   | <b>DEC</b> | <b>Special pricing-<br/>if needed</b> |
| 629HO18078-10-QF       | HAYES-P                | 20         |                        | 20           |            |                                       |
| 29HO16888              | MVP                    | 10         | 10                     | 10           | 10         |                                       |
| 829AN1868-10-Q         | PROFIT DRIVEN          |            | 20                     |              | 20         |                                       |
|                        |                        |            |                        |              |            |                                       |

*Example of an order direct billing a customer:*

| 4 MONTH PRE-ORDER |               |     |                 |              |     |  |
|-------------------|---------------|-----|-----------------|--------------|-----|--|
| BILL TO NAME:     | Loretta Lynn  |     | SHIP TO NAME:   | George Jones |     |  |
| BILL TO NUMBER:   | 98005557      |     | SHIP TO NUMBER: | 6008888      |     |  |
| FARM NAME:        |               |     |                 |              |     |  |
|                   |               |     |                 |              |     |  |
|                   |               |     |                 |              |     |  |
| Bull Number       | Bull Name     | SEP | OCT             | NOV          | DEC | <div>9</div> Special pricing-<br>if needed |
| 629HO18078-10-QF  | HAYES-P       | 20  |                 | 20           |     | \$40.00                                    |
| 29HO16888         | MVP           | 10  | 10              | 10           | 10  | \$35.00                                    |
| 829AN1868-10-Q    | PROFIT DRIVEN |     | 20              |              | 20  | \$15.00                                    |

**Step 10:** If applicable – complete the special instructions

- Special Instructions if you need to pass on more information
  - If you don't provide extra information/directions where you feel should be needed than orders may be entered wrong and not caught until after a customer is billed. This is a good place to note if pricing is approved by the dairy department or a manger. Also is a great place to note PBB or Flat Fee herds for example.

[illegible]

**Step 11:** Send completed forward order form to [abs.us.cust.svc@genusplc.com](mailto:abs.us.cust.svc@genusplc.com).

## What happens next?

If the form is correctly filled out, Customer Service will key the orders in the order they were received. 1 order will be keyed per month, so a possible total of 4 separate orders. All orders will be set CCR. Orders will not auto ship on any pooled shippers. Representatives must initiate forward orders to ship.



Customer service will email verifying the forward orders have been completed. An updated prenote will be sent for you to verify the orders. It is now YOUR responsibility to check this over and make sure bulls, prices, quantities, ect are keyed correctly. If changes are required, contact Customer Service IMMEDIATELY.



Once you are ready for the first months shipment you will need to contact Customer Service to set up shipping.



It is best to ship the whole order in full, or at least the full amount of a line and then cancel what you don't need. This creates less errors and confusion later. This also allows the units to be reallocated to someone who will use them.