

Large Project Best Practices

Have a large order coming down the pipeline?
Here are some tips, tricks and lists to help make sure your project is successful!

Get Ahead of the Game

It is important that while you are in the bidding/design process that you bring the Friant sales team and Friant project manager in the loop. This allows us to forecast, prepare for your order prior to receiving the PO and ensure everything will move smoothly once the PO is ready to go.

Ready, Set, PO!

A successful order starts with a clean PO. Be sure to take into account how you want to receive the product when you are structuring and submitting your PO. This allows us to enter the PO in a way that best meets your needs.

Pre-PO Action Items



Send a copy of the BOM as a heads up to your sales rep, sales director and project manager

Be sure the heads up includes ship to city, ship to state, finishes on the BOM (if available) and date information such as when the order will come in, when the order needs to ship, etc.



If anything major changes after the heads up, please inform your sales director and project manager.



Make sure that SQs (special quotes) are processed prior to the PO being submitted.



Please submit all requests for custom items via the [Custom Quote Request Cognito form](#).



Make sure that you start the discussion of credit terms with your sales director and/or Friant accounting representative. Special terms can apply to large orders.

PO Submission Action Items



Submit your PO to orders@friant.com and cc your sales rep and project manager.

Make sure your PO is clean and includes the following:

- SQ number if there is special pricing
- All part numbers and finishes
- Custom Quote Number if there are custom items
- SP4 or sif file if the project was created using design software
- Details on any specific date requirements (i.e required ship date or delivery date) ***reminder we cannot guarantee specific delivery dates***
- If you would like your layout spec checked, include the floor plan and a note that you would like a spec check performed. Spec checks are only performed when requested.
- Details on specific delivery requirements (i.e. lift gate required)

Order Submission Reminders

Separate POs are required for different ship to addresses.

If you need product to be split shipped, submit a separate PO for each shipment (i.e basefeeds to ship ASAP or phase 1 to deliver a week before phase 2).

Friant is not currently set up to have product tagged. If you need product packaged by area, please separate each area onto separate POs and note "ship with PO ___ but do not combine". Keep in mind if you split the order into many small segments, additional fees may apply.

Checklist for Large Orders

Large Project Pre-PO Check List

It is important that while you are in the bidding/design process that you bring the Friant sales team and Friant project manager in the loop. This allows us to forecast, prepare for your order prior to receiving the PO and ensure everything will move smoothly once the PO is ready to go.

Send the following information to your sales rep, sales director and project manager.

BOM including part numbers, qtys and finishes (paint finish required).

End User Name

Ship to city and state

Requested Delivery Date

Make sure special quotes are processed prior to PO submission.

Submit all request for custom items via the custom quote request cognito form

Start the discussion of credit terms with your sales director and/or Friant accounting representative.