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# How to Place Orders with SARGENT

**\*\*NOTE:** In most slides, *any text in red has a link*. To open the link hit "control", hover over the link and left click

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  - Consultation Services Available – Evaldas Malinauskas – [Emalinauskas@assaabloy.com](mailto:Emalinauskas@assaabloy.com)

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# Ordering Guidelines for Placing an Order With SARGENT

# Cylinder Product Defaults

Before placing Purchase Order for any locks and exits with keyed functions or actual cylinders, please note that:

- If the keying information is **not specified**:
  - **Conventional** cylinder products will be supplied **with LA keyway 1-BIT**.
  - For products involving **Large Format Interchangeable Cores (LFIC - 6300)** **HA keyway 1-BIT** will be supplied.
- If keying is specified as **1-BIT or Keyed Random**, but the **keyway is not provided**,
  - **Conventional** cylinder products will be supplied **LA keyway**.
  - **LFIC products (6300)** will be supplied in an **HA keyway**.
- If keyway is specified, but the type of keying is not provided, **all products** will be supplied as **1-BIT**.
- **Note:** Some products are provided by default as Uncombined (65-).

Please refer to the [Price Book](#) & [Catalogs](#) for more detailed information.



# What should be presented while placing your Purchase Order with Sargent

## HEADER

- P.O. Number, Account #
- Ship-To Address
- TURBO Order – Type of TURBOSHIP Program order form MUST be clearly marked as “TURBO” on your P.O.
- Quote # (if applicable)
- Job Name
- UPS Account number and ship method (if applicable)

## LINE LEVEL - Required

- Quantity
- Function

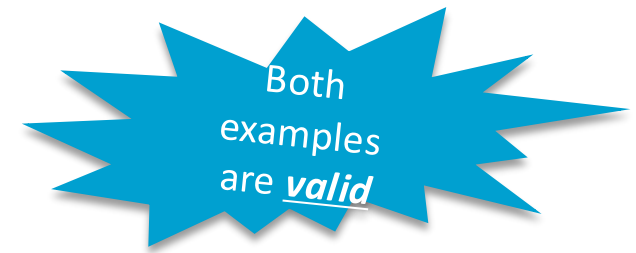
## LINE LEVEL – If Applicable

- Options/Prefixes
- Trim/Arm
- Finish
- Handing
- Backset & Strike
- Door Thickness, Door Width and Height
- Voltage
- SPAR Number

## LINE LEVEL DETAIL– If Applicable

- Door Numbers
- Hardware Sets
- Keysets (only applicable for master keyed orders and if order is MK'ed ***must*** be provided)

# P.O. Supporting Details



## Example “A”

### Qty Product Description

- 2 Deadlock 4875 26D  
Openings: Order #344224: 0435A, 0435B
- 1 Mortise Lockset 8204 LNL LH 32D  
Openings: Order #344224: 0404
- 6 Mortise Lockset 8204 LNL RHR 32D  
Openings: Order #344224: 0011, 0012, 0013, 0022, 0024, 0405
- 1 Mortise Leverset LB 8265 LNL V21 LH 26D  
Openings: Order #344224: 0406
- 2 Mortise Leverset LB 8265 LNL V21 RHR 26D  
Openings: Order #344224: 0029, 0432A

## P.O. Support Schedule – Example “A” & “B”

- **In Example ‘A’**, only Quantity, Product, and Door Numbers are provided; no further details are included.
- Example ‘B’, each sales order line is supported with the following details:
  - *Line level Quantity (must match the sales order line quantity)*
  - *Door Number*
  - *Hardware Sets (HW Sets) and Keysets*
- In example ‘A’, for keyed products, customers will receive LA 1BIT cylinders as the default keying is used when no keying information is provided.
- **In Example ‘B’**, Master Keyed cylinders will be provided.
- Keying Lead Sheets (KLS) must be provided for orders on the right. Refer to Slide #25 and subsequent slides for more details about KLS.

## Example “B”

### Qty Product Description

4	Electromechanical Lockset 28 10G71 LL GMK VK KEYS 26D
<u>Opening</u>	<u>Qty</u> <u>Heading</u> <u>Key Code</u> <u>Keying Notes</u>
03	1 07 AA1
23	1 05 AA1
27	1 04.2 AA1
29	1 04.2 AA1
1	Electromechanical Lockset 28 10G71 LL GMK VK KEYS 26D
<u>Opening</u>	<u>Qty</u> <u>Heading</u> <u>Key Code</u> <u>Keying Notes</u>
07	1 07A AA2
3	Lockset 28 10XG04 LL GMK VK KEYS 26D
<u>Opening</u>	<u>Qty</u> <u>Heading</u> <u>Key Code</u> <u>Keying Notes</u>
105B	1 12 AA
107	1 12 A
105	1 12 AA
1	Passage Set 28 10XU15 LL 26D
<u>Opening</u>	<u>Qty</u> <u>Heading</u> <u>Key Code</u> <u>Keying Notes</u>
201	1 08.2

# Order Limitations

- Orders *cannot* be entered from "Door Schedules" or "Hardware Schedules" as shown in the examples below.
- Please provide **"PO supporting schedule"** (Examples provided on previous slide)
  - For any large orders, please provide "PO supporting schedules" data **via Excel to aid in timely entry into the system**

**DOOR SCHEDULE**

NO.	ROOM NUMBER	ROOM NAME	TYPE	DIMENSIONS (w x h)	Hardware Set
X2			D1	72"x 84"	
X1	100	MAIN ROOM	D2	30"x 84"	2
103	103	CIDER ROOM	D2	30"x 84"	1
102	100	MAIN ROOM	D2	30"x 84"	3
99	100	MAIN ROOM	D2	30"x 84"	(none)
98	101	DARKARTS ROOM	D2	30"x 84"	(none)

**DOOR HARDWARE SET**

#	LOCKSET	HINGES	STOP
1	PASSAGE	3 x HAGER BB 1279	HAGER 241F
2	CLASSROOM	3 x HAGER BB 1279	
3	OFFICE	ALUMICO H81	ALUMICO H54

Door ID	Opening Location	HW Set ID	Hand	Keying	Lock Information (Mfr \ Part Desc)
101A	Exterior From Open Drill	1	RHR/LHR		SA \ GL 16 19 TB 43 8810 ETLRim Exit Device (16) SA \ GL 16 19 TB 43 8804 ETLRim Exit Device (16) SA \ GL 16 19 TB 43 8804 ETLRim Exit Device (8804)
101B	Exterior From Open Drill	1	RHR/LHR		SA \ GL 16 19 TB 43 8804 ETLRim Exit Device (16) SA \ GL 16 19 TB 43 8804 ETLRim Exit Device (16) SA \ GL 16 19 TB 43 8804 ETLRim Exit Device (8804)
102	Arms Room To Open Drill	8	RH		RK MK GMK Classroom Lock
103	Shooting Range To Open Drill	10A	RH		SC 8204 LP RK Storeroom/Closet Lock (8204)
104	Jan. From Open Drill		RHR		SA \ 11737P SC 8204 LP RK Storeroom/Closet Lock GMK (8204)
105	Storage From Open Drill		RHR/LHR		SA \ 11737P SC 8204 LP RK Storeroom/Closet Lock GMK (8204)
106	Womens Locker Room To 109 Corr.	3	RH		SA \ SC 737P 8203 RK MK Classroom Deadlock GMK (8203)
108	Mech & Elect From Exterior	4	RH		SA \ 11737P SC 8204 LP RK Storeroom/Closet Lock GMK (8204)
109	Exterior From 109 Corr.		RHR		SA \ GL 16 19 TB 43 8804 ETLRim Exit Device (16) SA \ GL 16 19 TB 43 8804 ETLRim Exit Device (8804)
109A	Exterior From 109 Corr.	2	RHR		SA \ GL 16 19 TB 43 8804 ETLRim Exit Device (8804)
110	Mens Locker To 109 Corr.	3	RH		SA \ SC 737P 8203 RK MK Classroom Deadlock GMK (8203)
114	Instructors Office	7	RH		SA \ SC 8225 LP RK MK GMK Dormitory/Exit Lock (8225)
114A	Closet To Instructors Office	9	LHR		SA \ SC 8237 LP RK MK GMK Classroom Lock (8237)
115	Exterior From Open Drill	7	LH		SA \ SC 8225 LP RK MK GMK Dormitory/Exit Lock (8225)
116	Exterior To 109 Corr.	7	RH		SA \ SC 8225 LP RK MK GMK Dormitory/Exit Lock (8225)
116A	Exterior From Instruction	2	LHR		SA \ GL 16 19 TB 43 8804 ETLRim Exit Device (16) SA \ GL 16 19 TB 43 8804 ETLRim Exit Device

# Tips to Remember

## Handing

- Exit devices are only available in reverse bevel (LHR or RHR)
- Handing for Door closers are only available in RH and LH. LH will be processed for RHR orders and RH for LHR orders.
- RH will be provided for Bored Locks, a DON will be sent for orders of QTY 25 to provide handing

## Door Schedules

- If your Door # exceeds 7 characters, please enter the remaining numbers into the Floor # field on your P.O.

**Voltage** - 24V will be provided if no voltage is specified. Exceptions are closers.

**Finish** - BHMA 626 (26D) will be provided when BHMA 630 (32D) is not available and vice versa.

# Root Causes of DONs (Order Delays)

- **Handing** – For Closers & Exits
- **Finish** – For Closers, Cylinder/Stock Keys, Exits, Mortise, Parts
- **Prefix/Option** - Invalid
- **Door Height & Width** – For Exits
- **Keying Information Missing**
  - Key Lead Sheet – Not submitted or incomplete
  - Registry Number Missing
  - Keyset Missing

# How to Reply to DON (Delayed Order Notification)

If there's conflicting or missing information, your order will go on hold and you will receive a Delayed Order Notification (DON). The order will remain on hold until all necessary information is received, or the lines with conflicting/missing information are cancelled from the order.

**Note** the DON is an interactive form, so the following steps should be followed:

- Hit **Reply** to e-mail.
- Answer ALL Questions Inside the Answer Box(es) Provided.
- After providing your answers, hit "Send," and the manufacturer will receive your response.
- If no response is received within 5 days, the product in question will be canceled from the order, and the remaining items will proceed to production.

**Note:** Keyed orders submitted before finalizing keying meetings, leads to incomplete orders, which will be placed on hold and a DON will be sent.

To avoid these delays, we kindly request that orders be submitted only after all required information is available and keying meetings have been finalized.

**PLEASE PROVIDE THE FOLLOWING ANSWERS.  
FORWARD TO [Orders.Sargent@assaabloy.com](mailto:Orders.Sargent@assaabloy.com) TO CONTINUE  
WITH YOUR ORDER.**

EXITS / EXIT TRIM: Page 13 · Line 4 · Item 8810

<b>DOOR THICKNESS CONTRADICTION</b>	<b>Choices:</b> BOTH 2" AND 1-3/4" NOTED, PLEASE ADVISE.	<b>Answer:</b>
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EXITS / EXIT TRIM: Page 14 · Line 2 · Item 881

<b>DOOR THICKNESS CONTRADICTION</b>	<b>Choices:</b> BOTH 2" AND 1-3/4" NOTED, PLEASE ADVISE.	<b>Answer:</b>
<b>HANDING CONFLICTS</b>	<b>Choices:</b> LH PROVIDED ON PO. RHR WILL BE PROVIDED AS IT'S EO.	<b>Answer:</b>

EXITS / EXIT TRIM: Page 14 · Line 3 · Item 8810

<b>DOOR THICKNESS CONTRADICTION</b>	<b>Choices:</b> BOTH 2" AND 1-3/4" NOTED, PLEASE ADVISE.	<b>Answer:</b>
---	---	----------------

EXITS / EXIT TRIM: Page 14 · Line 4 · Item 8810

<b>DOOR THICKNESS CONTRADICTION</b>	<b>Choices:</b> BOTH 2" AND 1-3/4" NOTED, PLEASE ADVISE.	<b>Answer:</b>
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# YouTube Videos: How to Order SARGENT Products

- SARGENT's YouTube page offers a treasure trove of informative videos for our products and services:
  - Useful how to order videos walking you through successfully building an order string
  - Explore engaging product demonstrations and learn about the latest innovations.
  - Gain valuable insights through installation guides and step-by-step tutorials.
  - Discover helpful tips and tricks to optimize the performance of SARGENT products.
  - Subscribe to our channel to never miss a new video release.

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How to Order Bored Locks

<https://www.youtube.com/watch?v=VJYuw2poXJ4>

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How to Order Exit Devices

<https://www.youtube.com/watch?v=qDHNEjTHT8k>

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How to Order Mortise Locks

[https://www.youtube.com/watch?v=90c06zoJt\\_E](https://www.youtube.com/watch?v=90c06zoJt_E)

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How to Order Electrified Bored Locks

<https://www.youtube.com/watch?v=LY2yZjXY1ks&t=54s>

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# Placing a Master Keyed Order With SARGENT

# Master Keyed Orders – Required Documents/Information

## Master Keyed Order - *Following is required; if missing, a DON will be generated:*

- Keying Lead Sheet (KLS) – *One KLS per order*
  - Registry # *if an Existing Key System is required. Or any information (prior Sales Order# or PO# etc) that leads to a Registry#.*
- Authorization Letter – Applicable to Signature, Degree DG2/DG3 and KESO products, **if it is not** shipping directly to end user.
- Valid Keysets – Required for any Master Keyed Cylinders (MK'ed or SKD's) or any Cut Keys that are part of Master Key system.

# Master Key Supporting Documents

*On our website, Hover over “support” > Click "[Key Systems Management](#)". In this section, there are several helpful documents & guides, each having different purposes*

- [Master Key System Design Guide](#)
  - This guide explains the step-by-step process for defining requirements for a new Master Key system, including keying meeting discussions and keying strategies.
- [Key Control Design Guide](#)
  - A strong key system needs more than durable hardware—it needs smart, sustainable policies behind it. The **Key Control Design Guide** helps you do just that.
- [SimpleK Management Software](#)
  - Designed for institutional locksmiths, facility managers, and security teams, **SimpleK** is a powerful, intuitive software solution for managing master key systems—no spreadsheets or paper trails required.
- [Record of Authorization \(ROA\) Portal](#)
  - The Record of Authorization (ROA) Portal makes it easy for end users and their designees—like dealers or distributors—to manage product order approvals online.
- [Master Key Order Supporting Documents](#)
  - Get everything you need to submit a complete and accurate master key order. Our supporting documents provide clear setup instructions and detailed guidance to ensure a smooth ordering process from start to finish.

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# Helpful Tips for the SARGENT Key Systems

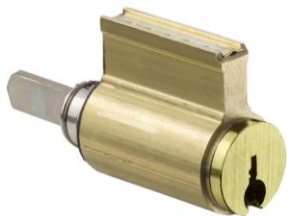
# System Types

Cylinders installed in locks may appear similar from the outside, but their internal mechanisms vary significantly based on different factors. One crucial determinant is the System type, and SARGENT provides 4 distinct system types:

1. **Conventional (SARGENT Standard)**
2. **Degree**
3. **KESO**
4. **SFIC (Small Format Interchangeable Core)**

**Note:** Cylinders and keys from different system types are not compatible with each other due to variations in keyway profiles, spacing, depth, pin sizes, etc.

For more information, please review [\*\*SARGENT cylinders catalogs\*\*](#).



# Keying Types

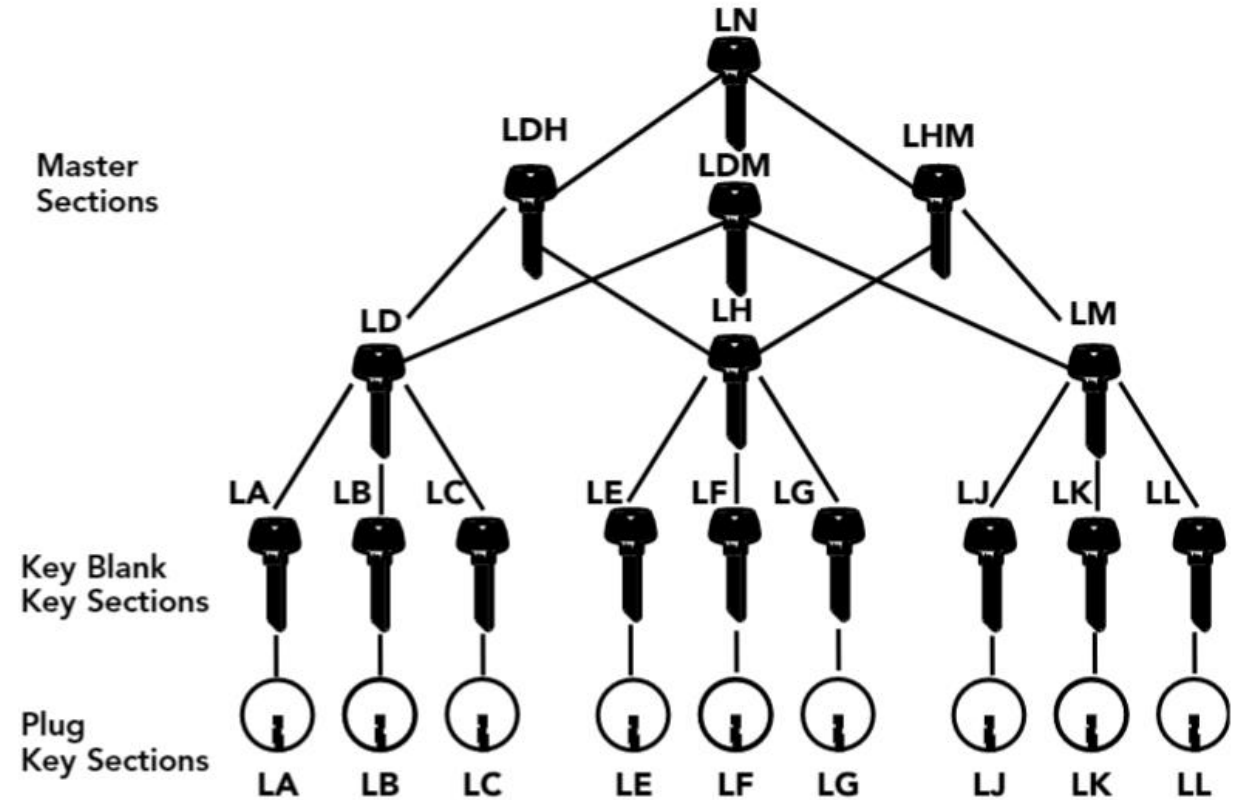
Cylinders can be keyed in various ways, including:

- **Keyed Different** - Each cylinder has its own unique key
- **Keyed Alike** -
- **1-BIT** - Keyed to the shallowest cut within the system specifications.
- **Uncombined** - Cylinders are not initially keyed.
- **TEMP Keying** – Used during construction phase of a project. Temporary keying options include:
  - **Master Keyed – Includes Master Keyed (MK) Single Keyed (SKD) and Keyed Alike (KA)**

**Note (!)** It's important to consider that the System Specification, Additional Security requirements, and Cylinder Features may impact the available keying options for the cylinders.

# Keyways for Keys and Cylinders

- Cylinders plugs and key blanks have certain configurations, referred to as “keyway profile”.
- **Multi Sectional** keyways. These are keyways that operate more than one plug configuration.
  - Only available for keyblanks.
- **Single Section** keyways are available for *keyblanks and plugs*.



# Security Features

In addition to keyway, spacing, depth, pin sizes etc. differences, each system could offer additional security features that impact how cylinders are keyed and keys cut.

Additional Security features that are available:

- SARGENT Standard offers Signature (**10-** prefix) and XC (**11-** prefix)
- DEGREE offers 3 different security levels **DG1**, **DG2** and **DG3**
- KESO offers **F1** feature
- SFIC system specification offers XC (**11-** prefix) feature

Note (!) Not all Additional Security features are compatible with each other. In addition, different System Specs and/or Additional Security features *may require authorization process* while placing actual order.

For more information, please review [SARGENT cylinders catalogs](#).

# Cylinder Features

- Cylinder Features that are offered will “differentiate” cylinders even further.
  - For example, SARGENT Standard specification offers cylinder features such:
    - **Construction Lost Ball (21- prefix)**
    - **Removable core (63- prefix)**
    - **Emergency Hotel function (50- prefix)**

Note (!) Above and others Cylinder Features impacts how cylinders are keyed and/or could require additional information when placing your order.

For more information, please review [SARGENT cylinders catalogs](#).

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# Key Lead Sheet Breakdown (Sections 1 thru 16)

# Keying Lead Sheet Breakdown - Header & Section 1

## 1) One Key Lead Sheet Per Master Keyed Order

2) End User Job Name, Full address, including city, state and zip code are **Required** for all MK orders

### ▪ Section 1: "System Status"

▪ If an existing system, please provide one of the following:

1. Registry number (preferred)
2. TMK Bitting & Keyway
3. Previous PO# or SARGENT Order #

## Master Key Order Leadsheet

Note: Only One Leadsheet/Key System Per Purchase Order

*\*Required Information*

Acc#\* :  Distributor Name\* :  P.O. #\* :

---

End User Facility Name\* :  Contact Name:   
Job/Building Name\* :  Phone/email:   
End User Address\* :   
City\* :  State\* :  Zip Code\* :

**Section 1: System Status**

New  
 Existing (provide any below)

REG#\*\* :  TMK Bitting and Keyway \*\* :  Prior Order #\*\* :

\*\*Used to locate proper Registry # ONLY. All other order requirements must be identified in sections below. For Order with Field Specified Bittings provide information with PO. See Price Book for possible extra charges.

[Master Key Order Document](#)

# Keying Lead Sheet - Sections 2

- Section 2: "System Type and Design" (*New Systems Only*)
  - Define system type
  - Please provide system level and estimated number of masters & changes to allow for future expansion (required)
  - Note: See System Design Layout examples on the right.

**Section 2: System Type and Design (For New Systems ONLY)**  
 Select System Type, Number of Pins and Level of System and add required future expansions horizontally.  
 To Select Cylinder Features See Section #6  
 For Actual Cut Key quantities see Section #7

Sargent Standard (Conv, Signature or XC)    
  Degree (DG1, DG2 & DG3)    
  KESO (Std or F1)    
  SFIC A2 (Standard SFIC or XC)    
  SFIC A4

5 Pins    
  6 Pins    
  7 Pins

Expansions →	Number of Change Keys	Number of Masters	Number of Grand Masters	Top Master Key Level
Level 1 <input type="checkbox"/>		—	—	—
***Level 2 <input type="checkbox"/>		—	—	Master
Level 3 <input type="checkbox"/>			—	Grand
Level 4 <input type="checkbox"/>				Great Grand

\*\*\* For Level 2 systems ONLY, the Numbers in the Keypad Symbol comes before the Letters (Example: 1AA, 2AA, 3AA...)

## System Design Layout

### 2-Level System

Here are a few rules to consider when designing a 2-level system:

**Rule # 1:** Master keys get 2 letters and usually start at the beginning of the alphabet. The master key shown is AA.

**Rule #2:** Change keys have numbers added to the letters of the master key they're under. In 2-level systems, the numbers come first.



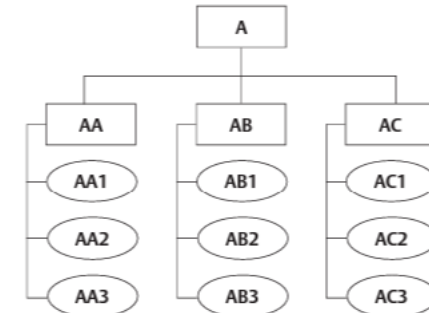
### 3-Level System

In systems with more than 2 levels, the change key numbers come last. Here we have a 3-level system, a grand master key system. The change key numbers come last and the master keys have 2 letters. The new item here is the grand master key.

**Rule #3:** GM Ks have only one letter.

**Rule #4:** Masters under the grand must start with the letter of that grand. All masters under grand A must begin with the letter A. Avoid the use of the letters I, O, Q, and X, as they are too easily confused with the numbers 1 and 0. When more than 22 masters are needed under a grand master, insert the rotation number between the letters of the master key symbol.

Example: AA through AZ for the first 22 masters, A2A through A2Z for the 23rd through the 44th master, etc.



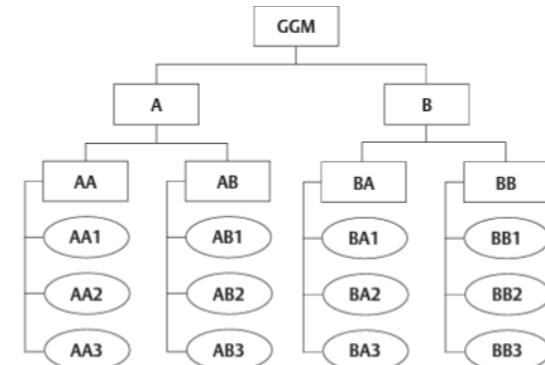
### 4-Level System

In a 4-level system (great grand master key system) the first 4 rules still apply:

- It's a system of more than 2 levels, so the change key numbers come last
- Masters have 2 letters
- The first letter matches the grand
- Grands have a single letter

The new information here is the great grand.

**Rule #5:** The symbol for a great grand master key is GGM.



## Keying Lead Sheet - Sections 3

- **Section 3: “Keyway”**
  - This section is required if you need a specific keyway.
  - Unless specified otherwise, SARGENT Manufacturing will assign keyways.
  - For available keyways by product/prefix, please refer to the price book.
  - Note: Use of Restricted Keyways (A, B, G, V, K, N and 4B) have to be pre-approved by SARGENT Key Records.

### Section 3: KEYWAY

*SARGENT Manufacturing will assign keyways unless customer specific keyway is noted below.*  
**Use of restricted keyways (SARG A,B,G,V,K,N; SFIC 4B) require pre-approval by SARGENT**

Customer Specified keyway:

# Keying Lead Sheet - Sections 4

## Section 4: "Cross Keying"

- SARGENT Manufacturing strongly advises against Cross Keying due to its potential negative impact on cylinder security levels.
- In situations where Cross Keying is deemed necessary, ensure that all required Operated By (OBY) information is provided and remember to include a leading 'X' in front of the keysets for all cross-keyed cylinders.

### Examples:

- XAA3 OBY AA1,AA2
- X1X OBY AA1-AA6

### Section 4: CROSS KEYING

All Cross Keyed Cylinders need to have keysets with leading "X" on P.O. Example: XAA1  
For all Cross Keyed Cylinders, Keysets Operated By (OBY) conditions need to be provided below.

Keyset	Operated By Conditions	Keyset	Operated By Conditions

## Cross Keying

Cross keying a cylinder allows additional keys other than its own key set to operate it. There are two types of cross keying: controlled and uncontrolled. See the glossary beginning on page 13 for additional information.

Cross keying is always designated by the letter "X": prefix X to the key symbol, then list each key symbol that is required to also operate the cylinder. Example: XAA1, OB (operated by) AA2, AA3, AA4, AA, A.

### Cross keying:

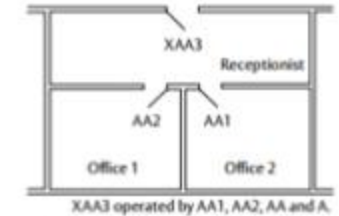
- Should be avoided
- Does not fit in a system that has been designed for security
- Normally results in unplanned key interchange
- Reduces the overall system capabilities
- Increases the risk of unauthorized key interchange

### Convenience May Reduce Cylinder Security and Hinder System Expansion

Cross keying not only reduces security, it reduces expansion possibilities. Uncontrolled cross keying (between different masters or grands) reduces it even more. If one master is lost, so are all of its changes. If one grand is lost, so are all of its masters and all of their changes. This can add up to thousands of combinations lost. Therefore, supplying extra keys is recommended rather than jeopardizing the integrity of the master key system by allowing this convenience.

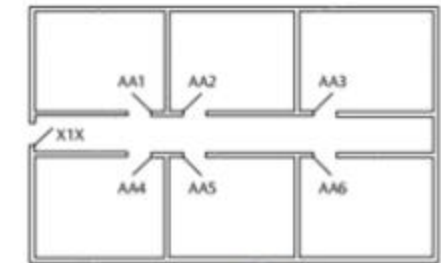
An example of cross keying is when two or more different keys such as AA1 and AA2 are both required to operate the same cylinder. This reduces the cylinder's security. When the cross keying occurs under all the same higher level keys, such as AA1 and AA2, it is known as controlled cross keying. When it combines keys under different higher level keys, such as AA1 and AB1, it is known as uncontrolled cross keying.

In addition to reducing the security of the cylinder, cross keying usually imposes limits on the flexibility and expansion of the overall keying system. This is especially true of uncontrolled cross keying. For these reasons, it is strongly recommended to allow personnel to carry more than one key. Cross keying should be discouraged whenever possible. However, when cross keying is required, it is specified below, and should be summarized at the beginning of each order.



**Case #1:** Cylinder requires its own change key. The illustration depicts part of a small medical building where two doctors share a common receptionist. The receptionist gets the AA3 key. Each doctor carries a key that operates only one office, but is also cross keyed into the entrance from the corridor.

Determine the symbol of the change key (example: AA3). Then prefix the letter X (example: XAA3). Then list all keys that are to operate in an "operated by..." phrase. Example: "XAA3 operated by AA1, AA2, AA and A". Note that X is a cylinder specification only. The keys for cylinder XAA3 are designated AA3.



**Case #2:** Cylinder does NOT require its own change key. This illustration depicts a section of a floor in a dormitory. Each student's bedroom key operates the hall door lock. There is no need to construct a key that operates only the hall door.

In this case, place an X at both the beginning and end of the symbol and a number between them. Example: X1X, X2X, etc. Again, always include the "operated by..." phrase with a complete listing of key symbols to operate.

# Keying Lead Sheet - Section 5

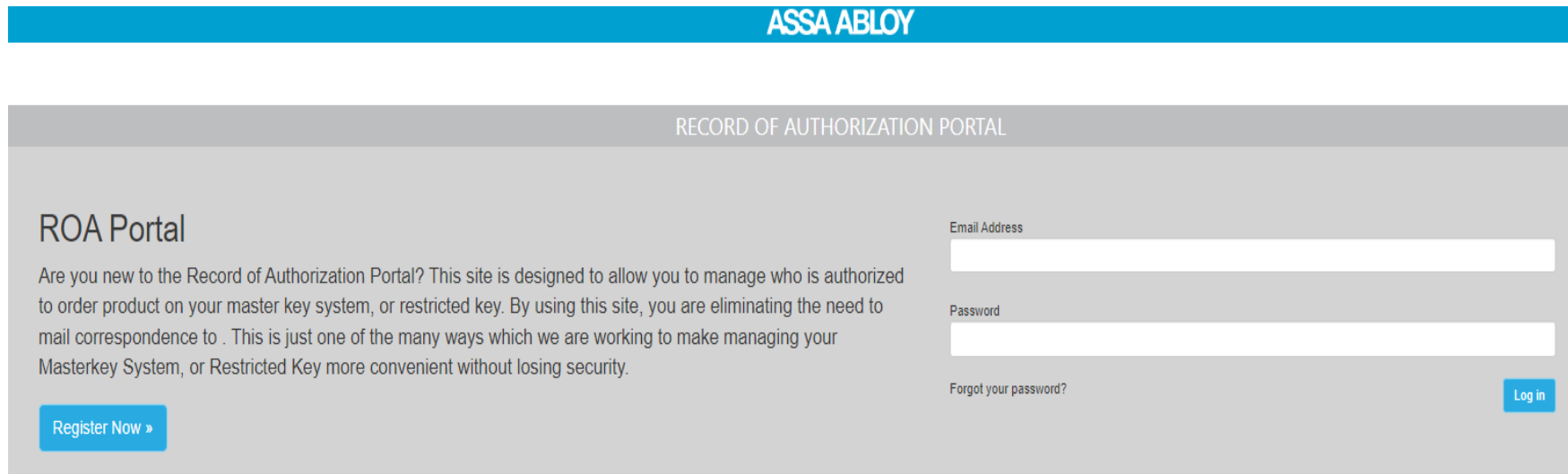
- **Section 5: “Authorization”**
  - Record of Authorization (ROA) can be submitted thru ROA portal or as Letter of Authorization (LOA) with purchase order.
  - It is required when:
    - Degree DG2/DG3: LOA is required if shipping address and authorized person on PO for keys and bitting list are different than on Degree System Information Document
    - Degree DG2/DG3 Systems require one of the random security codes if OPT OUT was not selected on the Degree System Information Document
    - Signature: The keys and/or bitting list are not shipping to the end user location.
    - KESO: All orders
  - *Next several slides expands on Authorization process* → →

**Section 5: AUTHORIZATION**  
Degree DG2 and DG3/Signature/KESO Products Require Authorization  
For **NEW** Degree or KESO systems include the System Information Document with your P.O.  
[Click here for template](#)  
For **EXISTING** systems, if cylinders, keys, keyblanks or bitting lists are NOT shipping directly to end user, please provide authorization documents in the form of Letter of Authorization (LOA) or through the ROA Portal

DEGREE Job ID#	<input type="text"/>	DEGREE Random Security Code	<input type="text"/>
Signature Code Pattern	<input type="text"/>	Zip Code (Signature Only)	<input type="text"/>

# Keying Lead Sheet - Section 5 “Authorization” - ROA Portal

- The ROA portal (<https://roa.assaabloy.net/>) serves as a platform for obtaining the necessary authorization record to place orders within an existing Master Key system.
  - End User would need to register on the portal and once access is granted, they will be able manage ROA’s.
- In addition, once access is granted on the ROA portal, the end user will be able see additional information through Connect <https://connect.assaabloy.com/> that relates to their Master Key system including:
  - A comprehensive list of recently placed Master Keyed orders associated with their system, complete with product, door, and keyset details.
  - A visual representation of their actual system structure, aiding in a better understanding and management of the system.



The screenshot shows the ASSA ABLOY Record of Authorization Portal registration page. At the top, there is a blue header with the text "ASSA ABLOY". Below this, the page title "RECORD OF AUTHORIZATION PORTAL" is centered. The main content area is divided into two columns. On the left, the heading "ROA Portal" is followed by a paragraph: "Are you new to the Record of Authorization Portal? This site is designed to allow you to manage who is authorized to order product on your master key system, or restricted key. By using this site, you are eliminating the need to mail correspondence to . This is just one of the many ways which we are working to make managing your Masterkey System, or Restricted Key more convenient without losing security." Below this text is a blue button labeled "Register Now »". On the right side, there is a registration form with three input fields: "Email Address", "Password", and "Forgot your password?". The "Forgot your password?" field is a small blue button labeled "Log in".

# Keying Lead Sheet - Section 5 “Authorization” - Letter of Authorization (LOA)

- Forms are found in both the Price Book > “General Information” Section > “Order Forms” or in the “**Master Key Order Document**”

- System Information Document (SID)** is required for all New Degree Systems.
- Authorization Letter Template can be used on all orders that require **Letter of Authorization (LOA)**.
- Authorization Change Letter Template** can be used to update Signatories.

The image displays three overlapping form templates used for authorization. The most prominent is the 'System Information Document - Degree' form, which includes fields for system type (DG1 or DG2/DG3), facility and shipping addresses, contact information, and authorized signatories. It also contains a disclaimer and an 'OPT-OUT' option. The 'Authorization Letter Template' and 'Authorization Change Letter Template' forms are partially visible behind it, showing fields for company name and distributor information. A blue callout box at the bottom right of the forms states: 'Must be completed on YOUR COMPANY letterhead. Fields in red are required. When complete, send to distributor to submit with PO to SARGENT Manufacturing.'

# Keying Lead Sheet - Section 5 “Authorization” - KESO Forms

- Forms are found in both the Price Book > “General Information” Section > “Order Forms” or in the “Master Key Order Document”
- “Authorized Signature Form” is required for any new KESO system.
- “Authorization Form” is required with any orders were product ordered for existing KESO system and LOA is required.

The image displays two forms side-by-side. The left form is titled 'AUTHORIZED SIGNATURE FORM SARGENT KESO SECURITY SYSTEM'. It includes a 'Register No.' field with checkboxes for 'Keso F1' and 'Keso (Standard)'. Below this are fields for 'Job', 'Address', 'Distributor', and 'Address'. A table titled 'PERSON(S) AUTHORIZED TO ORDER ADDITIONAL LOCKSETS, CYLINDERS' has columns for 'Signature', 'Title', and 'Name'. At the bottom, it lists contact information for SARGENT Manufacturing Company and SARGENT of Canada, and notes 'An ASSA ABLOY Group company'.

The right form is titled 'AUTHORIZATION FORM SARGENT KESO SECURITY SYSTEM'. It features a key icon, checkboxes for 'Keso F1' and 'Keso (Standard)', and a 'Date' field. Below is a 'TO' section for distributor information (Name, Address, City, State, Zip) and a 'FROM' section for owner information (Name, Company, Address, City, State, Zip). It also includes fields for 'Printed Name' and 'Authorized Signature (Must match signature on file)'. A note states: 'PLEASE RETURN SIGNED FORM AND ORDER TO DISTRIBUTOR. DO NOT MAIL DIRECT TO SARGENT MANUFACTURING COMPANY. THIS IS TO AUTHORIZE SARGENT MANUFACTURING COMPANY TO ACCEPT YOUR ORDER FOR LOCKSETS OR CYLINDERS KEYPED TO SYSTEM ESTABLISHED FOR:'. At the bottom, it lists contact information for SARGENT Manufacturing Company and SARGENT of Canada, and notes 'An ASSA ABLOY Group company'.

# Keying Lead Sheet - Section 6

- **Section 6: “Key Cylinder Feature Guidelines”**
  - Features required for both current and future orders must be clearly indicated on the Purchase Order (PO).
    - This section should be completed only for cylinder features that are required for this system.
  - Every cylinder feature, such as Removable Core LFIC (63-), Mortise Hotel (50-), or Lost Ball (21-), necessitates a special setup during the initial system design phase.
    - If these features are not requested during the initial setup, they may not be available afterward.
  - It's crucial to consider that every cylinder feature, such as Removable Core LFIC (63-), Mortise Hotel (50-), or Lost Ball (21-), directly affects the number of change keys that can be generated for the system.
    - Only request it if it's truly required.

## Master Key Order Leadsheet (cont.)

P.O. #\* : \_\_\_\_\_

### Section 6: CYLINDER FEATURES

*Cylinder Features such as CMK, LFIC, etc. needs to be identified on P.O.  
Whichever is selected below will be set up in MK system; however it will NOT be applied by SARGENT to a product on a P.O.*

Feature	Set it up	Feature	Set it up
Removable Core LFIC (63-)	<input type="checkbox"/>	Mortise Hotel 8250 (50-)	<input type="checkbox"/>
Construction Lost Ball (21-)	<input type="checkbox"/>	Bored Hotel 10XG50	<input type="checkbox"/>
Degree Angles (DG2 & DG3)	<input type="checkbox"/>	KESO F1 (F1-)	<input type="checkbox"/>

# Keying Lead Sheet - Section 7

- Section 7: “Cut Key Quantity for Current PO”**
  - To avoid unnecessary charges, please provide cut key quantities required only for the current Purchase Order (PO).
  - Cut keys will not be automatically provided for cylinders keyed to the Master only. You must place a separate sales order line on an order for keys (Great Grands, Grands, Masters, or Submasters).
  - Identify quantities for any Special Feature Keys, such as Control, Construction, etc.
  - By default, you will receive 2 keys per lock/cylinder unless specified otherwise.
  - If any change keys should be provided as a total quantity (e.g., 10 keys total per order, instead of 2 per cylinder), please indicate it in the "Keys Total" section for easy identification.

Section 7: CUT KEYS QUANTITIES FOR CURRENT PO						
Two (2) Cut Change Keys come standard per lock/exit/cylinder. Key Blanks cannot be substituted for cut keys Exception to above: NO cut keys provided when keyed to Master Key only or XnX type of cross keying						
Level	Keyset	Qty	Special Functions	Qty	Change Keys	Qty
GGM Grand Masters			MK Control Keys		<b>Per Cylinder</b>	
			SKD Control Keys		When left blank two (2) keys by default	
			MK CMK (21- or 22-)		<b>Total Keys Per Keyset</b>	
			SKD CMK (21- or 22-)		If different quantities per Keyset are required please provide below.	
			MK EMK (50-)		<b>Keyset</b>	<b>Qty</b>
			SKD EMK (50-)			
			HKP (Housekeeping)			
			SEC (Security)			
			JAN (Janitor)			
			MAINT (Maintenance)			
Masters			ENG (Engineering)			



# Keying Lead Sheet - Section 8

- Section 8: “Stamping Requirements”

- Default stamping will apply unless specified otherwise.**

- Default stamping is for keys only by system type:

- Conventional: Bitting
    - Conventional XC: Bitting and DND
    - Signature: Keypad & Sig Code and DND
    - Degree: Keypad and DND
    - SFIC: Keypad
    - SFIC XC: Keypad and DND

- Please note: Cylinders by default has no stamping and if other than default stamping required, please make proper selections.

**Section 8: STAMPING REQUIREMENTS**  
*Default stamping will apply unless specified below.  
 Potential charges and additional lead times may apply. See Price Book  
 Any DIE stamp that is selected will apply to keyblanks on the P.O. If NOT required, mark P.O. accordingly*

Cut Keys Stamping		Cylinders Stamping																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">VKC Stamping (select one)</th> <th style="width: 50%;">DIE Stamping</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> BITTING</td> <td><input type="checkbox"/> DO NOT DUPLICATE (DND)</td> </tr> <tr> <td><input type="checkbox"/> KEYSSET</td> <td><input type="checkbox"/> US GOVERNMENT DND</td> </tr> <tr> <td><input type="checkbox"/> ALTERNATE</td> <td><input type="checkbox"/> US PROPERTY DND</td> </tr> <tr> <td><input type="checkbox"/> NONE. BLANK</td> <td><input type="checkbox"/> EXISTING _____</td> </tr> <tr> <td></td> <td><input type="checkbox"/> NEW _____</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> LESS LOGO</td> </tr> </tbody> </table>	VKC Stamping (select one)	DIE Stamping	<input type="checkbox"/> BITTING	<input type="checkbox"/> DO NOT DUPLICATE (DND)	<input type="checkbox"/> KEYSSET	<input type="checkbox"/> US GOVERNMENT DND	<input type="checkbox"/> ALTERNATE	<input type="checkbox"/> US PROPERTY DND	<input type="checkbox"/> NONE. BLANK	<input type="checkbox"/> EXISTING _____		<input type="checkbox"/> NEW _____	<input type="checkbox"/> LESS LOGO		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">VKC Stamping (select one)</th> <th style="width: 50%;">Location (select one)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> BITTING</td> <td><input type="checkbox"/> VISUAL</td> </tr> <tr> <td><input type="checkbox"/> KEYSSET</td> <td><input type="checkbox"/> CONCEALED</td> </tr> <tr> <td><input type="checkbox"/> ALTERNATE</td> <td></td> </tr> <tr> <td colspan="2"><input type="checkbox"/> LESS LOGO</td> </tr> </tbody> </table>	VKC Stamping (select one)	Location (select one)	<input type="checkbox"/> BITTING	<input type="checkbox"/> VISUAL	<input type="checkbox"/> KEYSSET	<input type="checkbox"/> CONCEALED	<input type="checkbox"/> ALTERNATE		<input type="checkbox"/> LESS LOGO	
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<input type="checkbox"/> KEYSSET	<input type="checkbox"/> CONCEALED																								
<input type="checkbox"/> ALTERNATE																									
<input type="checkbox"/> LESS LOGO																									

# Keying Lead Sheet - Sections 9-14

- Section 9: “Packing Instructions for change keys”
  - Change keys will be packed and shipped with product unless ordered with Construction Lost Ball option (21- or 22-) or requested otherwise in section 10 of lead sheet.
  - For orders with the Construction Lost Ball option (21- or 22-prefix), change keys will be packed and shipped separately from the main product at no extra cost.
  - However, for all other cases where change keys are requested to be packed and shipped separately from the main product, an additional charge will apply.
  - For more details, refer to the Price Book.
- Sections 10-14: “Shipping Instructions”
  - If keys requires to be shipped to different address than rest of product on an order Shipping instructions for different type cut keys needs to be identified.
  - If cylinders that come with product (locks & exits) are requested to ship to different address than product, a separate line will be entered for cylinders and locks & exits will be made less cylinder.

**Section 9: PACKING INSTRUCTIONS FOR KEYS PRODUCED with PRODUCT**  
*When ordered as CMK (21-, 22-) keys will be packed and shipped separately from product at no charge*

Pack Keys with Product (Standard)     Pack Keys Separately - see Price Book for charges

**Section 10: SHIPPING INSTRUCTIONS FOR CHANGE KEYS**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Att To: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section 11: SHIPPING INSTRUCTIONS FOR ANY LEVEL MASTER KEYS**  
*(Includes GGGM, GGM, GM, Masters, Sub Masters, Control and Emergency Keys)*

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Att To: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section 12: SHIPPING INSTRUCTIONS FOR CONSTRUCTION MASTER KEYS (MK'ed or TEMPs)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Att To: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section 13: SHIPPING INSTRUCTIONS FOR KEYBLANKS**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Att To: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section 14: SHIPPING INSTRUCTIONS FOR CORES**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Att To: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# Keying Lead Sheet - Sections 15 & 16

- Section 15-16: “Shipping Instructions for Bitting List & Download files”
  - When expanded bitting list is requested, specific expansion requirements must be provided.
  - Bitting Lists (a.k.a. Keycharts) requested for keysets ordered with factory keyed product for either a new or existing system will be provided at no charge.
  - Additional Bittings or P.O.’s for Bitting Lists Only – up to 10 total bittings for ***keysets tied to an Existing Master Key groups*** will be provided at no charge.
    - However, 11 or more bittings will be charged per below chart.
  - Additional Bittings or P.O.’s for Bitting Lists Only – ***New Master Key Groups*** regardless of the quantity being requested, will be charged per below chart.
  - See [Price Book \(CK-4 page\)](#) for additional information.

# Bittings	Paper	Disc.	Simple K	Keywizard
1-50	KC1	KCD1	DLSK1	DLKW1
51-200	KC2	KCD2	DLSK2	DLKW2
201-1000	KC3	KCD3	DLSK3	DLKW3
1001-3000	KC4	KCD4	DLSK4	DLKW4
3001-6000	KC5	KCD5	DLSK5	DLKW5
6001-9000	KC6	KCD6	DLSK6	DLKW6
Over 9000	KC7	KCD7	DLSK7	DLKW7

**Section 15: SHIPPING INSTRUCTIONS FOR BITTING LIST**  
If Bitting List is required, please mark how you want to receive them and provide shipping instructions

Include Keysets that were ordered with product on this PO (no charge)

Expanded bitting list. See Price Book for additional charges (Please provide requirements): \_\_\_\_\_

---

Excel (via EMAIL)     PDF (via EMAIL)     Paper (via UPS)

E-mail: \_\_\_\_\_ Att To: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Att To: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

---

**Section 16: SHIPPING INSTRUCTIONS FOR KEY WIZARD or SIMPLE K DOWNLOAD FILES**  
Download files are delivered via email.  
If Download file is required, please mark below and provide shipping instructions

Include Keysets that were ordered with product on this PO

Expanded list (Please provide requirements): \_\_\_\_\_

E-mail (for download files) \_\_\_\_\_

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- Keying 101 – (Description)
- Keying 102 – (Description)
- Keying 103 (Description)
  
- Consultative Services - Describe



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