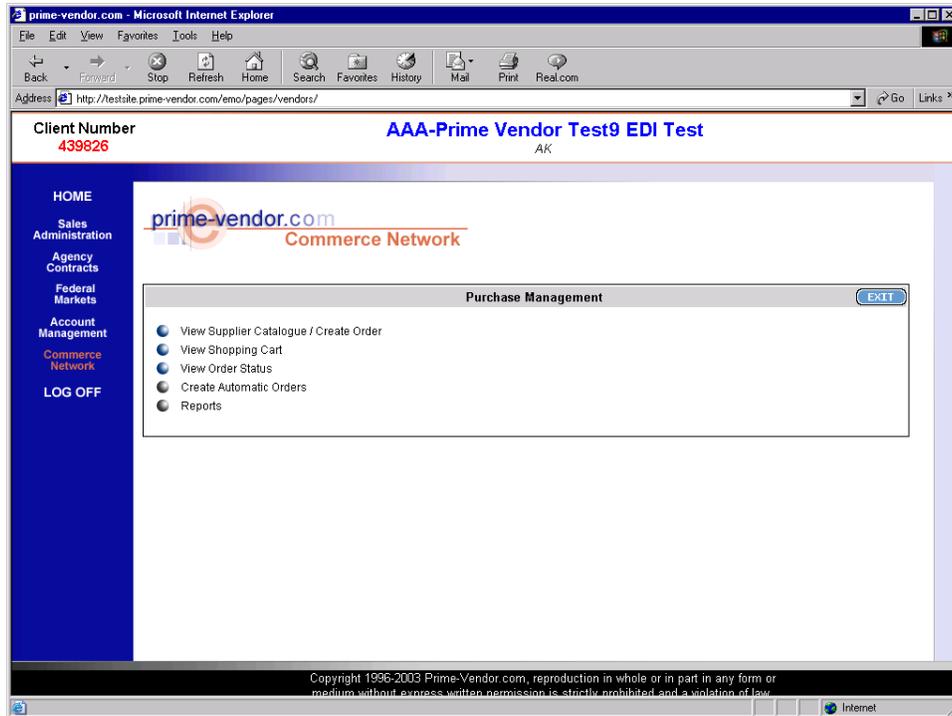


Using the Commerce Network

Purchase Management

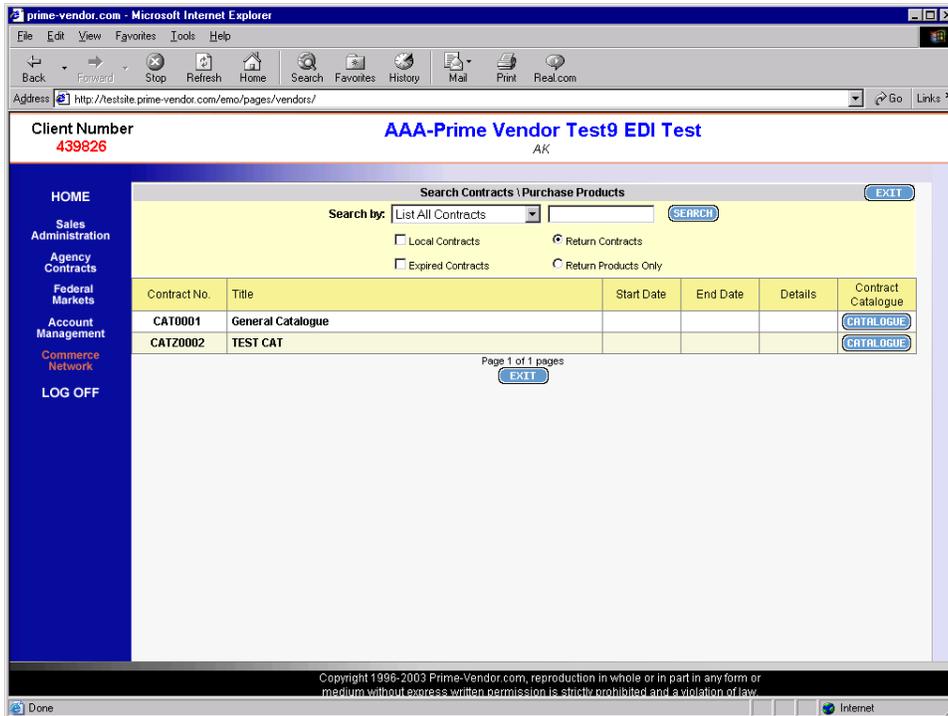
Purchase Management consists of three parts:

- 1) View Supplier Catalogue / Create Order
- 2) View Shopping Cart
- 3) View Order Status



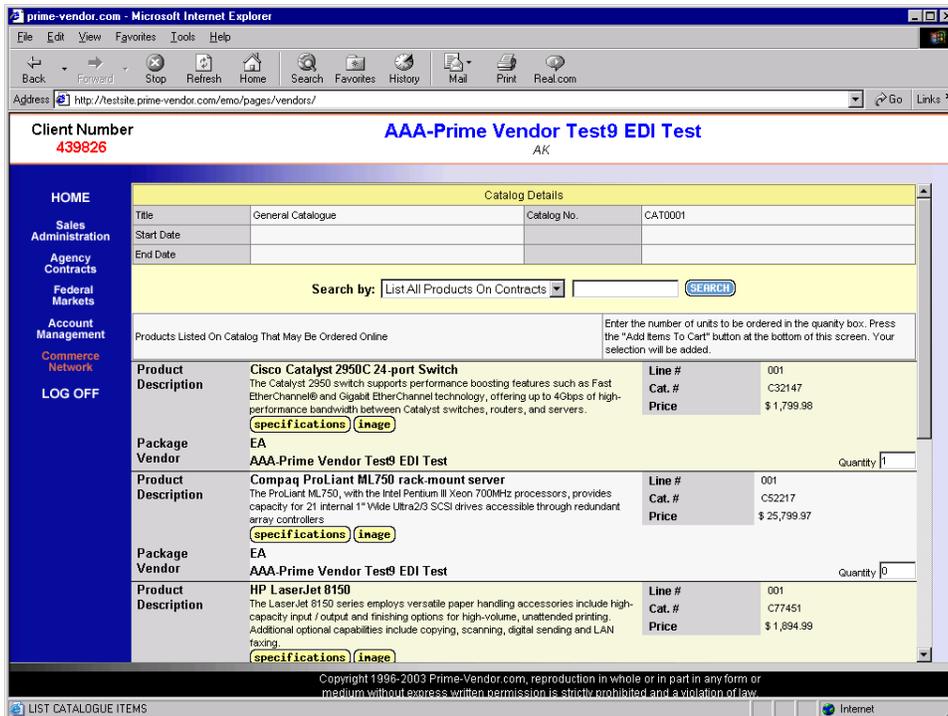
Purchase Management Menu

View Supplier Catalogue / Create Order will provide a vendor with a listing of the supplier catalogues they have access to. From there the vendor can access a catalogue, shop for items and submit orders.



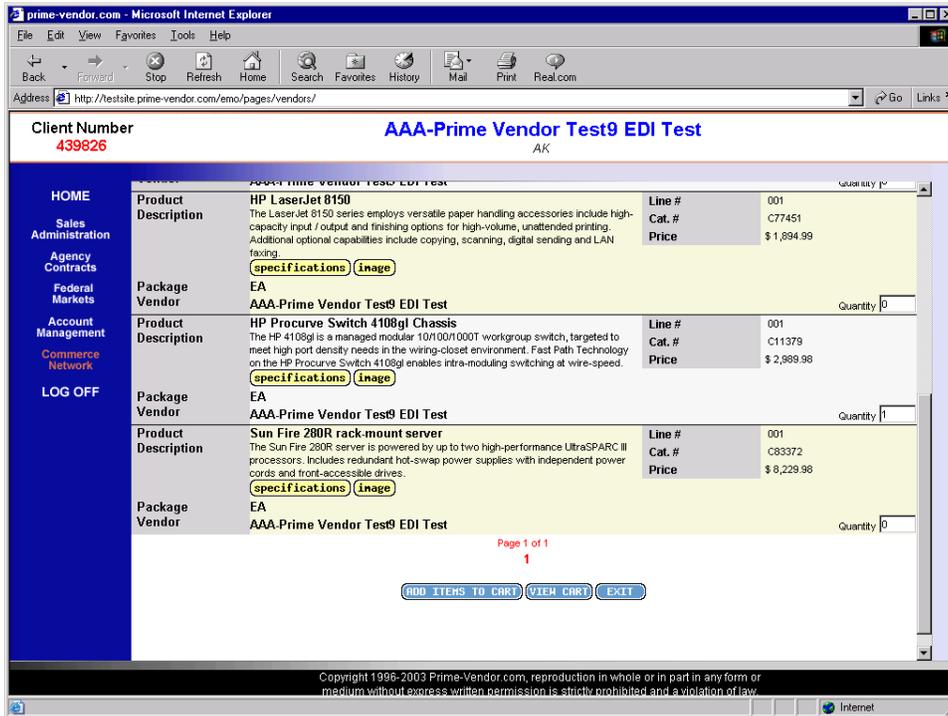
Supplier Catalogue List

Select the **Catalogue** button at the right hand side of the screen to access the products available from the supplier. In the catalogue the buyer can search for items by catalogue and product number, or by keyword.



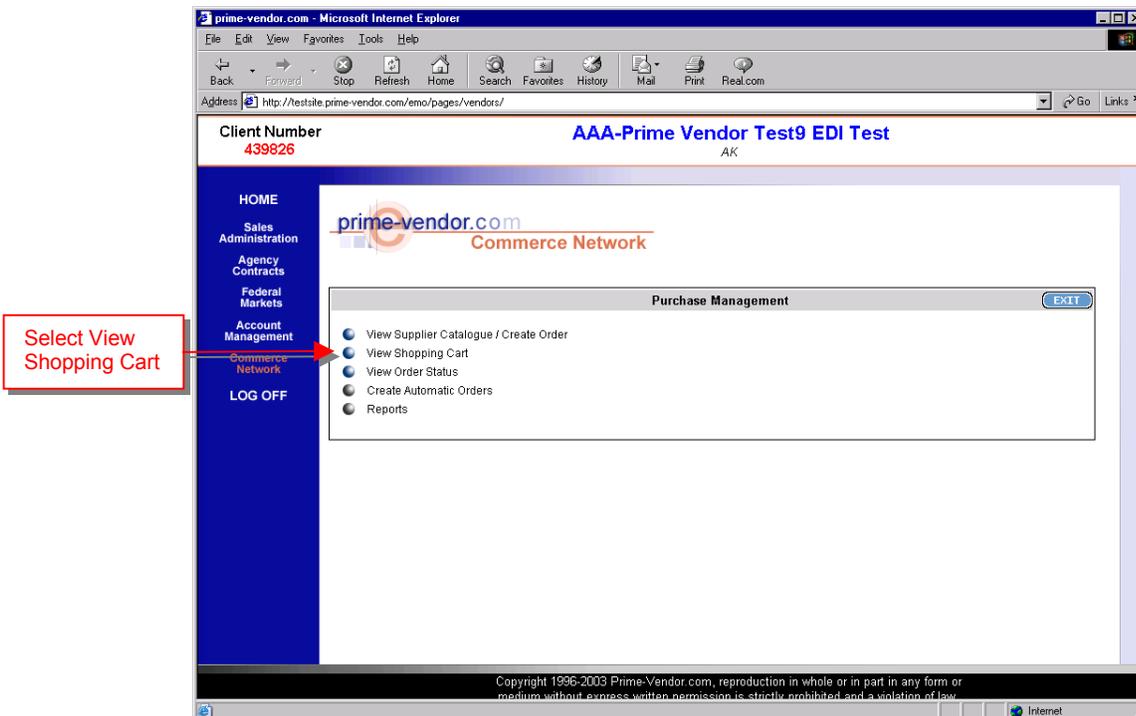
The Supplier Catalogue

Add an item to the “shopping cart” by changing the quantity field from zero, to the desired number of items for purchase. Then scroll to the bottom of the page and select the **Add Items to Cart** button.



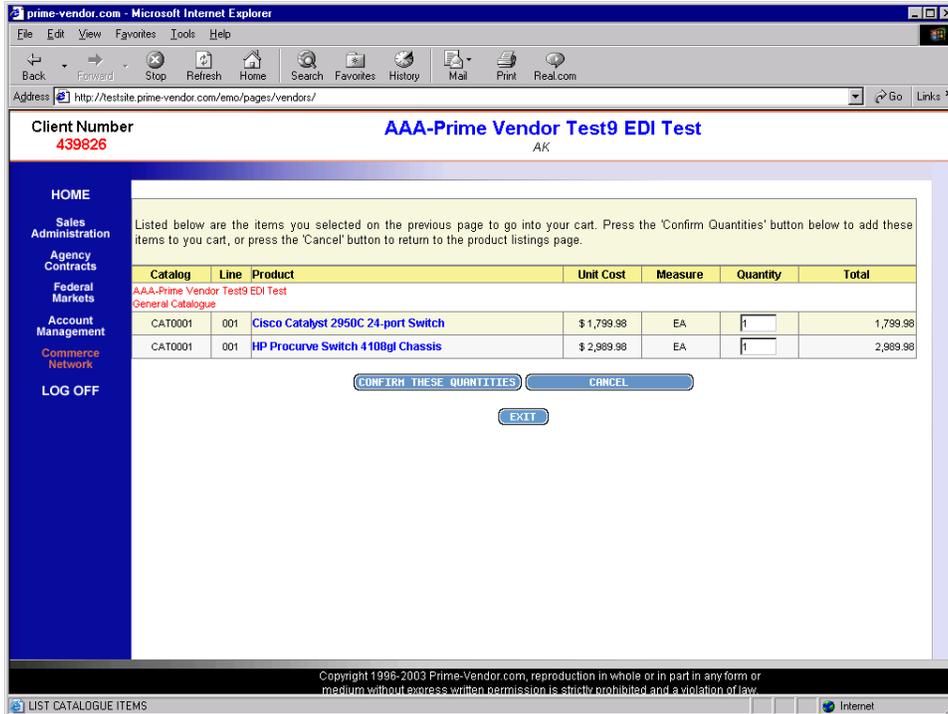
Add Items to the “Cart”

The items in the “Cart” will remain in the cart until they are removed or a purchase order is created for those items. The buyer can exit the catalogue without losing the items placed in their cart. To return to the items in the cart the buyer can select the **View Shopping Cart** button from the Purchase Management menu.



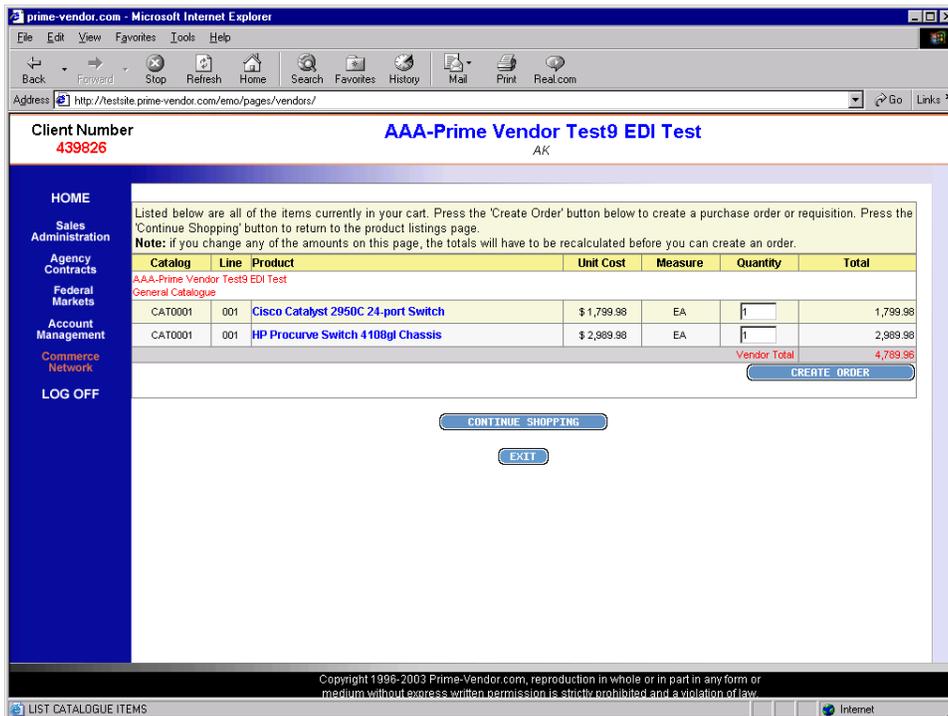
Purchase Management Menu

View Shopping Cart will show a vendor the products they have selected and added to their cart but have not yet purchased. The vendor can proceed to the checkout part of the program, or they can continue to shop the supplier catalogues for more items. From the View Shopping Cart page select **Confirm These Quantities** to continue to the checkout.



Items in the shopping cart.

If the quantities are correct select **Create Order** to view purchase order form.



Select Create Order

PURCHASE ORDER			
Vendor Name AAA Prime Vendor Test9 EDI Test	Vendor Address AK	Account No. 439826	Vendor No.
Buyer NO USER	Phone 800-746-9554	Fax 800-746-8307	Email bumey@prime-vendor.com
Issue Date 7/5/2005	Purchase No.	Requisition No.	Deliver By

SUPPLIER	SHIP TO DESTINATION
Account No. 435626	Account No. 439826
Vendor Name Acme Industrial Sales, Inc.	Vendor Name AAA Prime Vendor Test9 EDI Test
Address 123 Main Street 123 Main Street	Address [SHIPTOADDRESS2]
City Wilmington	City
State / Zip NC 28407	State / Zip AK zip
	Comments Enter Special Delivery Instructions Below

ITEMS IN CART					
Line No.	Quantity	Unit	Product	Unit Price	Total
1	1	EA	Cisco Catalyst 2950C 24-port Switch	\$ 1799.98	\$ 1799.98
1	1	EA	HP Procurve Switch 4108gl Chassis	\$ 2989.98	\$ 2989.98
Total					\$ 4789.96

Purchase Order Form

Complete the purchase order form and select the **Add Selected Items to This Order** button. On the following page review the purchase order and select the Submit Order button to complete the order and send it to the supplier.

View Order Status is a tracking function that follows a purchase order from submission to receipt. It displays a chart that lists a vendor's purchase orders and shows whether the order has been submitted, approved, received by the supplier, shipped, received by the customer or if the purchase order is on back order.

Purchase Order Status							EXIT	
Color Key: ✔ = completed P = Pending R = Rejected								
Purchase No.	Issue Date	Vendor	Submitted	Approved	Vendor Received	Shipped	Received	Back Order
250-101649	1/24/2005	Laser Revival (supply)	P					
								VIEW

Order Status Listing

The order status chart is color-coded. The green check mark indicates the successful completion of part of the order process, The red R means that the order has been rejected. This will sometimes happen if an order has incorrect information, or the buyer may not be approved to create that order. The gold P indicated a pending step in the order process. These are steps that may require correction, approval, or the step that is pending may not be complete yet. As soon as a pending step is completed or corrected the gold P will be replaced with a green check mark.