## 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.

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HOME			Catalog	Details			-			
	Title	General Catalogue		Catalog No.	CAT0001					
Sales Administration	Start Date									
Agency	End Date									
Contracts Federal Markets		Search by: ListAll Proc	ducts On Contr	acts 💌	SEARCH					
Account Management	Products Listed On Ca	talog That May Be Ordered Online		Enter th the "Ad selectio	e number of units to be d Items To Cart" button a n will be added.	ordered in the quanity t the bottom of this sci	box. Press reen. Your			
Network	Product	Cisco Catalyst 2950C 24-port Swite	ch		Line #	001				
LOG OFF	Description	The Catalyst 2950 switch supports performa	ance boosting fea	atures such as Fast	Cat.#	C32147				
		performance bandwidth between Catalyst s	witches, routers	, and servers.	Price	e \$1,799.98				
		(specifications)(image)								
	Package Vendor	EA AAA Drime Vender Teet9 EDI Teet				~				
	Product	Compag ProLiant ML750 rack-mg	unt server		Line #	001	uantity p			
	Description	The ProLiant ML750, with the Intel Pentium III	Xeon 700MHz pr	ocessors, provides	Cat. #	C52217				
		array controllers	a unves accessi	ale through redundant	Price	\$ 25,799.97				
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	Package Vendor	EA AAA Brime Vender Teette EDI Teet								
	Product	Line #	001	uantity jo						
	Description	The LaserJet 8150 series employs versatile	paper handling a	ccessories include high-	Cat. #	C77451				
		Additional optional capabilities include copying	tor high-volume, ng, scanning, digi	unattended printing. tal sending and LAN	Price	\$ 1,894.99				
		faxing.								
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The Supplier	Catalogue									

e 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.

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HOME Sales Administration	Product Description	HP Laser.Jet 8150 The Laser.Jet 8150 series employs versatile p capacity input / output and finishing options for Additional optional capabilities include copying faxing.	aper handling accessories include high Ir high-volume, unattended printing, I, scanning, digital sending and LAN	Line # Cat. # Price	001 C77451 \$1,894.99				
Contracts Federal Markets	Package Vendor	(specifications) (inage) EA AAA-Prime Vendor Test9 EDI Test				Quantity 0			
Account Management Commerce Network	Product Description	HP Procurve Switch 4108gl Chassis The HP 4108gl is a managed modular 10/100/ meet high port density needs in the wiring-clo on the HP Procurve Switch 4108gl enables int (specifications) (inage)	In the Procurve Switch 4108g IC hassis     In the PF orcurve Switch 4108g IC hassis     In the PF 4108g I to an anaged modular 10/100/100T workgroup switch, targeted to     Cat. # C11379     Cat. # C11379     Procurve Switch 4108g in the PF Procurve						
LOG OFF	Package Vendor	EA AAA-Prime Vendor Test9 EDI Test				Quantity 1	-		
	Product Description Package	Sun Fire 280R rack-mount server The Sun Fire 280R server is powered by up t processors. Includes redundart hot-swap po cords and front-accessible drives. (specifications) (inage) EA	Line         Construction         Construction           Box NFriz 2080 Frack-mount server         Line #         001           Box NFriz 2080 server is powered by up to two high-performance UltraSPARCI II         Cat. #         C83372           Price         \$ 8,229.98         Server         \$ 8,229.98						
	Vendor	AAA-Prime Vendor Test9 EDI Test				Quantity 0			
		(ADD ITE	Page 1 of 1 1 HS TO CART) (VIEH CART) (EXI						
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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.

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Select View Shopping Cart	Account Management Comment Network LOG OFF	View Supplier Catalogue / Create Order View Shopping Cart View Order Status Create Automatic Orders Reports	
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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.

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Sales Administration Agency	Listed below items to you	are th cart, or	e items you sel press the 'Canc	lected on el'button	the prev to return	ious page to the pro	to go i iduct lis	nto you tings pa	ir cart. Press age.	the 'Confirm G	luantities' butto	in below to a	d these	•
Contracts	Catalog	Line	Product						Unit Cost	Measure	Quantity	Tota		
Federal Markets	AAA-Prime Vend General Catalogu	lor Test! Je	EDI Test											
Account Management	CAT0001	001	Cisco Catalyst	2950C 24-	port Swit	tch			\$1,799.98	EA	1		1,799.96	в
Commerce	CAT0001	001	HP Procurve S	witch 4108	Bgl Chass	sis			\$ 2,989.98	EA	1		2,989.96	8
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Items in the s	shopping	car	t.											

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

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Client Number 439826	AAA-Prime Vendor Test9 EDI Test       439826											
HOME Sales Administration	HOME Listed below are all of the items currently in your cart. Press the 'Create Order' button below to create a purchase order or requisition. Press Sales Administration up change any or the amounts on this case. the totals will have to be recalculated before you can create an order											equisition. Press the
Agency Contracts	Catalog	Line	Product						Unit Cost	Measure	Quantity	Total
Federal Markets	AAA-Prime Veno General Catalogu	dor Tests Je	EDI Test									
Account	CAT0001	001	Cisco Catalyst	2950C 24	-port Swi	tch			\$1,799.98	EA	1	1,799.98
Management	CAT0001	001	HP Procurve S	witch 410	8gl Chas	sis			\$ 2,989.98	EA	1	2,989.98
Commerce Network											Vendor Total	4,789.96 REATE ORDER
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Select Create Order

		PUF	CHASE ORDER							
Vendor Name AAA Prime Vendor Test9 EDI Test	Vendor Addr , AK	ess	s Account No. 439826			Vendor No.				
Buyer No USER	Phone 800-746-9554		Fax 800-746-8307		Email burney @prime-vendor.cor					
<b>Issue Date</b> 7/5/2005	Purchase No.	-	Requisition No.		Deliver By					
SUPPLIER			SHIP	TO DEST	INATION					
Account No. 435626		Account No. 439826		Name ne Vendor Test9 EDI Test						
<b>Vendor Name</b> Aome Industrial Sales, Inc.		Address City								
Address 123 Main Street 123 Main Street				State / Z	zip					
<b>City</b> Wilmington		Comments Enter Special Del	ivery Instructions Below		A					
State / Zip NC 28407					V					
		п	EMS IN CART							
Line No. Quantity	Unit Pro	duct			Unit Price	Total				
1 1	EACiso	o Catalyst 2950C 2	4-port Switch		\$ 1799.98	\$ 1799.98				
1 1	EA HP F	Procurve Switch 410	8gl Chassis		\$ 2989.98 Total	\$ 2989.98 \$ 4789.96				
		(ADD SELEC	TED ITEMS TO THIS	ORDER	)	CANCEL				

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											(EXIT)	
	Color Key: 🚺=comple	ted <mark>P</mark> =Per	iding <b>R</b> = Rejected									
	Purchase No.	Issue Date		Vendor		Submitted	Approved	Vendor Received	Shipped	Recieved	Back Order	
	250-101649	1/24/2005	ها	aser Revival (supply)		P						(VIEH)

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.