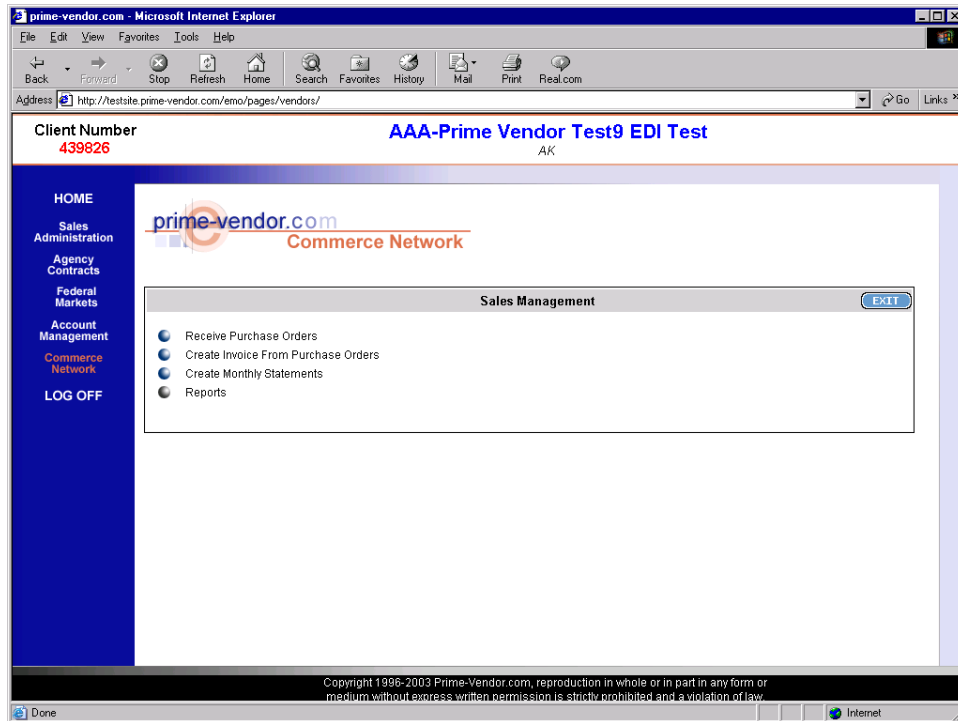


## Using the Commerce Network

### **Sales Management**

Sales Management is where a supplying vendor will receive and process purchase orders. The Sales Management function can also create and send invoices to customers and it can compile monthly statements of items bought and sold.



Sales Management Menu

**Receive Purchase Orders** provides a searchable listing of customer orders. These orders can be processed and prepared for shipping to the customer.

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File Edit View Favorites Tools Help

Address http://testsite.prime-vendor.com/emo/pages/vendors/

Client Number **439826** **AAA-Prime Vendor Test9 EDI Test**  
AK

HOME  
Sales Administration  
Agency Contracts  
Federal Markets  
Account Management  
Commerce Network  
LOG OFF

prime-vendor.com  
Commerce Network

**Create Invoice** [EXIT]

Enter Vendor Number or Purchase Order Number and Select Create Invoice

[Create Invoice]

To create an invoice from a blank form select **Manual Invoice** [Manual Invoice]

**View Current Invoices**

Search By [Vendor Number] Search For [SEARCH] [View All Invoices]

Vendor No.	Vendor Name	Purchase No.	Invoice No.	
[VENDORNO]	[VENDORNAME]	[PURCHASENO]	[INVOICENO]	[VIEW] [EDIT] [DELETE]

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Open Purchase Orders Listing

**Create Invoice from Purchase Orders** allows the supplier to bill customers for the items purchased. The Commerce Network program compiles the invoice data directly from the customer purchase order.

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**VIEW SHIPPED ORDERS** **Search Purchase Orders** [EXIT]

Search Purchase Orders By: [Ordering Vendor] Search Purchase Orders For: [SEARCH]

**Open Purchase Orders**

Ordering Customer	Contract No.	Purchase No.	Date Received	Order Status	Required Action
[ORDERINGCUSTOMER]	[CONTRACTNO]	[PURCHASENO]	[DATERECEIVED]	[ORDERSTATUS]	[CONFIRM]
[ORDERINGCUSTOMER]	[CONTRACTNO]	[PURCHASENO]	[DATERECEIVED]	[ORDERSTATUS]	[SHIP]
[ORDERINGCUSTOMER]	[CONTRACTNO]	[PURCHASENO]	[DATERECEIVED]	[ORDERSTATUS]	[BACKORDER]

[BACK] Page [NUM] of [NUM] Pages [NEXT]

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Invoice Management Interface

**Create Monthly Statements** provides a thirty day statement of purchases including monetary balance information.

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File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Real.com

Address <http://testsite.prime-vendor.com/emo/pages/vendors/> Go Links

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Account Management  
Commerce Network  
LOG OFF

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Commerce Network

**Monthly Statements** [EXIT](#)

View Current 30 Day Statement [GO](#) View Past 30 Day Statement January 2005 [GO](#)

Create Statement by Date  
From to [CREATE STATEMENT](#)

Statement For - [BEGINDATE] to [ENDDATE]

Statement No.	[STATEMENTNO]	Date	[DATE]
Company Name	[COMPANY]	Vendor No.	[VENDORNO]
Previous Balance	\$ [PREBALANCE]	Current Balance	\$ [BALANCE]

Line No.	Supplier	Purchase Order No.	Date	Amount
[LINENO]	[SUPPLIERNAME]	[PONO]	[DATE]	[AMOUNT] <a href="#">VIEW</a>
[LINENO]	[SUPPLIERNAME]	[PONO]	[DATE]	[AMOUNT] <a href="#">VIEW</a>
Current Balance				\$ [BALANCE]
Previous Balance				\$ [PREBALANCE]
Total				\$ [TOTAL]

[VIEW LAST STATEMENT](#) [PRINT](#)

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Done Internet

Monthly Statements Interface