Using the Commerce Network

Supplier Management

Supplier Management consists of four parts:

- Add / Edit Trading Partners
 Accepting a Trading Partner Invitation
- 3) List Supplier Products
- 4) Add New Supplier Products

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Image 4: Supplier Management

Supplier Management allows vendors to add or edit trading partners by selecting the first option Add / Edit Trading Partners.

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Add / Edit Trading Partners Interface

The Add / Edit Trading Partners page displays a searchable listing of current trading partners. Each listing provides the Trading Partner's name, Prime Vendor ID number and their trading Partner status. View contact, shipping, and invoicing information by selecting the **View** button. Select edit to change or update a trading partner's information. Trading Partners can be removed from the listing by selecting the **Delete** button.

To add a new trading partner to the listing enter the Prime Vendor ID number of the vendor you wish to add to your commerce network in to the field labeled "Enter Vendor Number and Select Add Vendor". Select the blue *Add Vendor* button on the right.

Vendor Information	Vendor C	ontact Information
Vendor No: 439823 Vendor Name : AAA Prime Vendor Test Endor	Trading Partner Status Supplier Customer	Customer Number
Address: 166 Skip La	Contact Name	Branch ID
Wilmington, NC 28403	Contact Address	
Phone: AAA Prime Vendor Test6 Fax: N/A		
Tax ID: PV6TAXID Duns Number: PVDUN\$002 Dage Code: 199074	City	State / Zip Code
(Contact Information)	Phone Number ext	Fax Number
(Billing Information)	Email	

Trading Partner Information

After selecting Add Vendor enter the new Trading Partners Contact, Billing and Delivery information. Switch between the contact, billing and delivery forms by selecting the corresponding button on the left of the interface. Select the *Review* button when the forms are complete.

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HOME Sales Administration Agency Contracts Federal Markets Account Management Commerce Network LOG OFF	Vendor Information Vendor No: 40823 Vendor Name: AAA Prime Vendor Test Vendor Address: 406 Skip Ln Willinigton, NC 28403 Phome: AAA Prime Vendor Test0 Fax: N/A Tax IID: PV6TAUD Duns Kumber: PV0UNS002 Cage Code: 108024	Vendor Contact Information Trading Partner Status: Customer Contact Name: Justin Foyd Customer Number: 123466 Branch ID: 36016 Contact Address 469 Sip Lin Withington, NC 29403 Phone: AAA Prime Vendor Test8 Fax: NA Email: pytest@prime-vendor.com	
	Vendor Billing Information Billing Contact Name: Burney Gibson Branch ID: 3010 Contact Address 405 Skip Ln Willingsen, NC 28403 Phome: 555-555-551 Fax: 555-551-511 Email: NA	Vendor Delivery Information Delivery Contact Name: Pater Melhick Branch ID: 5016 Contact Address 405 Stop Ln Weinington, NC 20403 Phone: NA Fac: NA Email: NA Delivery Comments: SUIT	
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Add Trading Partner review page

Select the *Submit* button to send the completed Trading Partner invitation to the vendor. Once submitted the system will return to the Add / Edit Trading Partner Interface. The listing will show the new Trading Partner with an empty "Approved" column. The trading relationship will remain unapproved until the new Trading Partner accepts the invitation and updates their Prime Vendor system.

ID	Vendor Name	Supplier	Customer	Approved			
439823	AAA-Prime Vendor Test Vendor		×		(VIEH)	(EDIT)	DELETE
439821	AAA-Prime Vendor Test4		×	×	(VIEH)	(EDIT)	OELETE
423522	AAA-WebTest	×	×	×	(VIEH)	(EDIT)	DELETE
435626	Acme Industrial Sales, Inc.	X		×	(VIEH)	(EDIT)	DELETE

The new Partner is added but unapproved.

Accepting an invitation to become a trading partner.

A message informing the vendor of a new invitation to become a Trading Partner will appear on the quick-status screen of the vendor's home page.



New Trading Partner Invitation on the Quick Status screen

Select the link provided to access the Trading Partner Invitation Approval screen

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Trading Partner Approval screen

Select *Approve* or *Reject* to respond to the invitation. Approval will automatically establish a trading relationship with the vendor who sent the invitation.

The *List Supplier Products* option will display a listing of products that vendors plan to purchase or receive from their supplying trade partner. Select the *Edit* button to edit any suppliers' product information.

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Management	032217	HP Lacer let \$150	I SEIEI		EDIT		
Commerce	011431	Sun Fire 280B rack-mount server			EDIT		
	srv-00001-123	Cisco Catalyst 2950C 24-port Switch			EDIT	OFLETE	
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Supplier Products Listing

The *Add New Supplier Products* option will allow vendors to enter and record the products they plan to purchase or receive from a supplying vendor.

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Contracts Federal Markets	List Supplier Products Supplier Acme Industrial Sales, Inc.		(EXIT)	
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Add New Supplier Products Page

First select the supplying Trade Partner who will be providing the products.

Next, enter how many products are to be entered. Select the *Next* button to continue.

	List Supplier Products	EXIT
Supplier	Acme Industrial Sales, Inc.	
Number Of Entry I	ines Per Page	
(NEXT)		
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Client Number 439826	AAA-Prime Vendor Test9 EDI Test	
HOME Sales	List Supplier Products	EXIT
Administration Agency Contracts	Supplier Acme Industrial Sales, Inc. Supplier ID 435626 Product Name	
Federal Markets	Your Number Mfg. Number NSN # Brand Name	
Account Management	Unit Unit Unit Unit Unit Unit Unit Unit	
Commerce Network		
LOG OFF	Description	
	SAVE	
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Product Details Form

Complete the Product Details in the form provided and select the *Save* button to add the new item to the Supplier Products List.