

Using the Commerce Network

Supplier Management

Supplier Management consists of four parts:

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

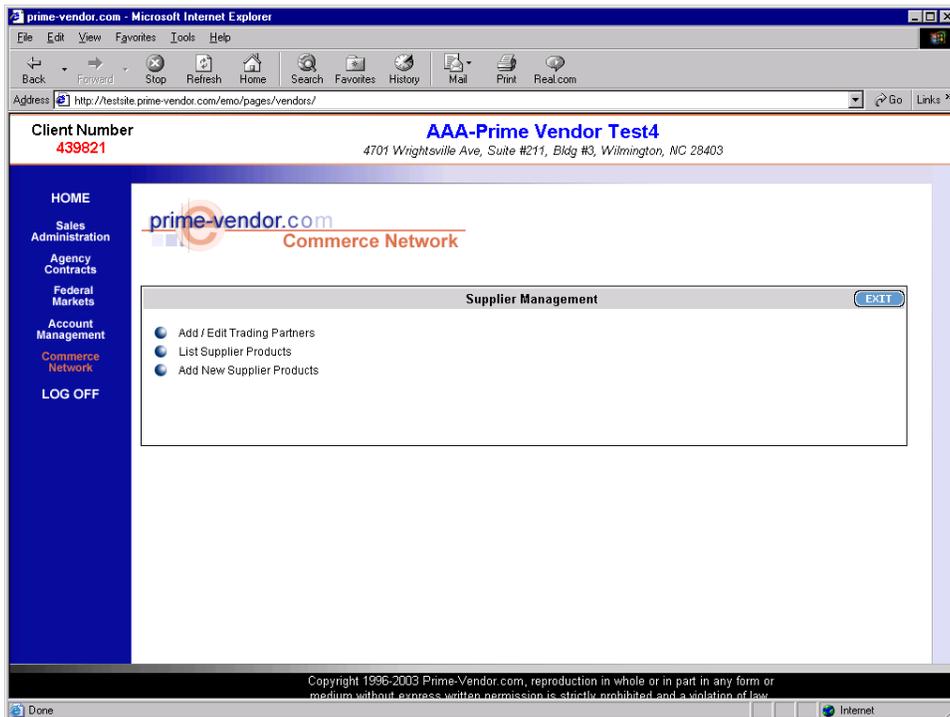
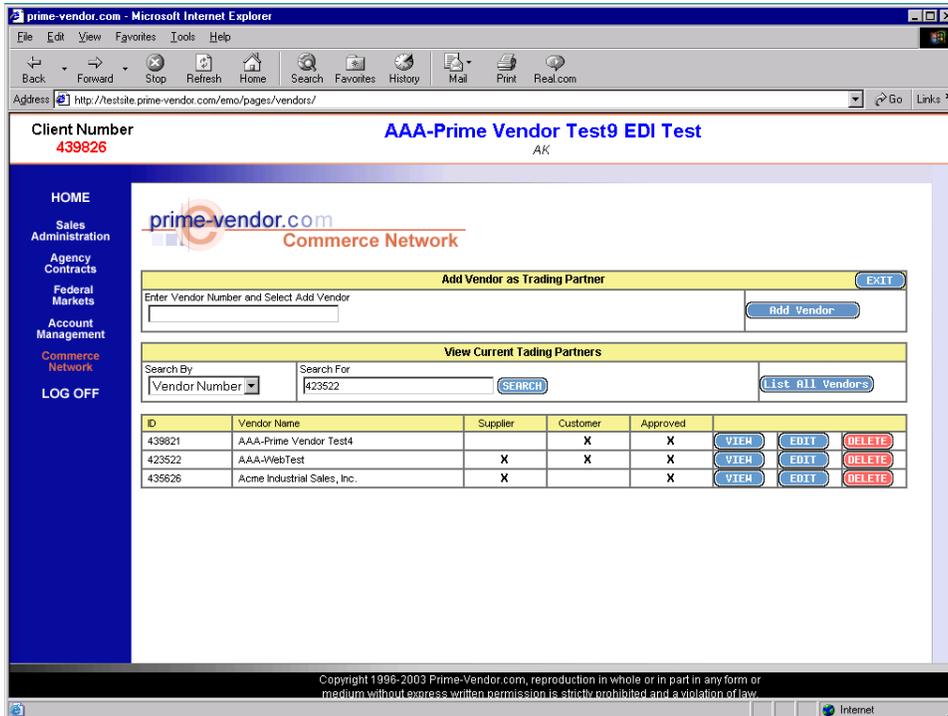


Image 4: Supplier Management

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



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.

The screenshot shows the "prime-vendor.com Commerce Network" logo at the top. Below it is a form titled "Vendor Contact Information".

The form is divided into two main columns:

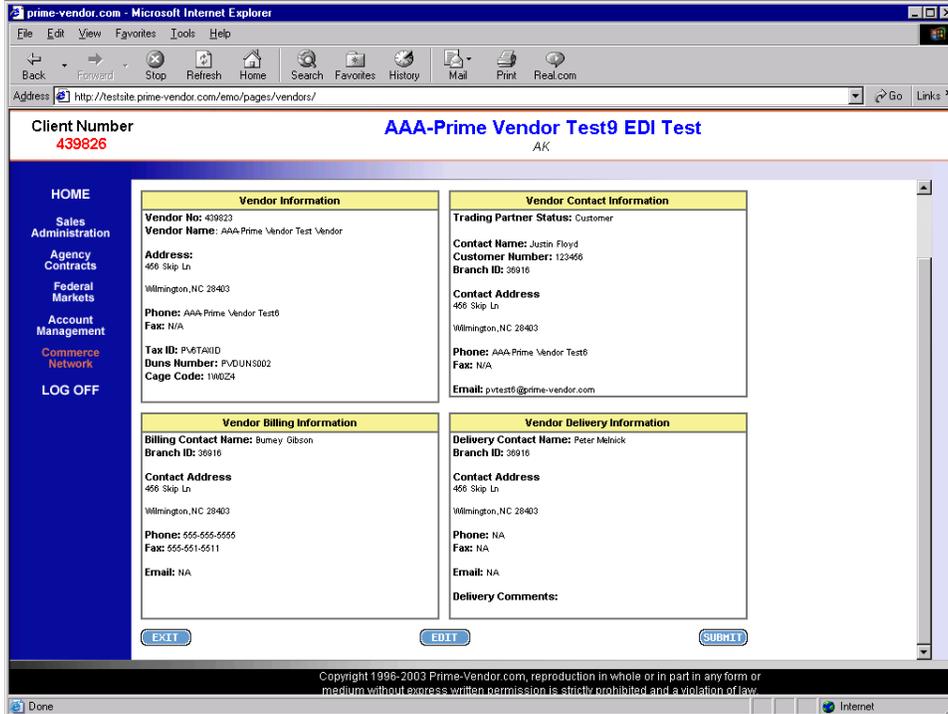
- Vendor Information (Left Column):**
 - Vendor No: 439823
 - Vendor Name: AAA-Prime Vendor Test Vendor
 - Address: 456 Skip Ln, Wilmington, NC 28403
 - Phone: AAA-Prime Vendor Test6
 - Fax: N/A
 - Tax ID: PV6TAXID
 - Duns Number: PVDUNS002
 - Cage Code: 1W0Z4
 - Buttons: Contact Information, Billing Information, Delivery Information
- Vendor Contact Information (Right Column):**
 - Trading Partner Status: Supplier | Customer
 - Customer Number: [Input Field]
 - Contact Name: [Input Field]
 - Branch ID: [Input Field]
 - Contact Address: [Input Field]
 - City: [Input Field]
 - State / Zip Code: [Input Field] zip [Input Field]
 - Phone Number: [Input Field] ext [Input Field]
 - Fax Number: [Input Field]
 - Email: [Input Field]

At the bottom of the form, there are three buttons: EXIT, NEXT, and REVIEW. A red instruction reads: "Complete Vendor Contact Information. Then, proceed to Billing and Delivery information."

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.

Note: To continue adding a vendor as a trading partner, the trading partner status of supplier or customer must be selected.



Add Trading Partner review page

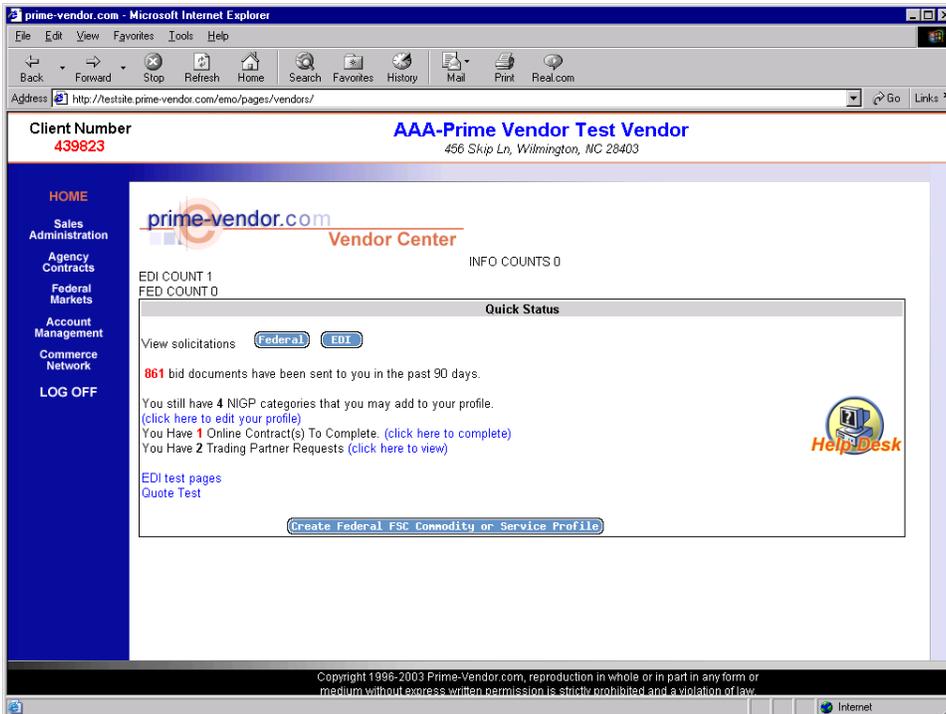
Select the **Submit** button to send the completed Trading Partner invitation to the vendor. Once submitted the system will return to the Add / Edit Trading Partner Interface. The listing will show the new Trading Partner with an empty "Approved" column. The trading relationship will remain unapproved 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		X		VIEW	EDIT	DELETE
439821	AAA-Prime Vendor Test4		X	X	VIEW	EDIT	DELETE
423522	AAA-WebTest	X	X	X	VIEW	EDIT	DELETE
435626	Acme Industrial Sales, Inc.	X		X	VIEW	EDIT	DELETE

The new Partner is added but unapproved.

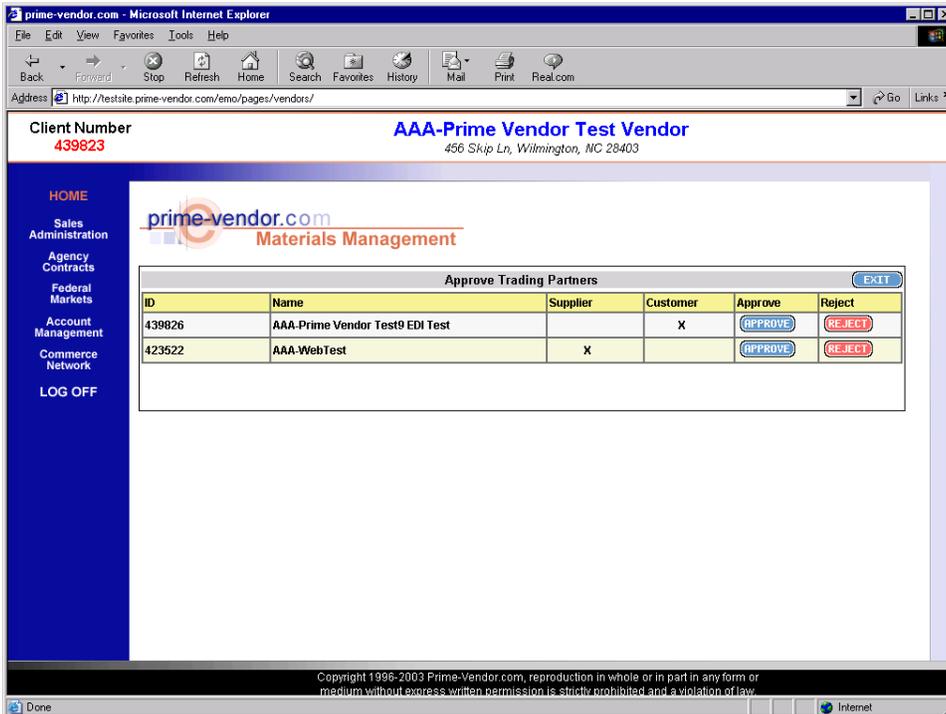
Accepting an invitation to become a trading partner.

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

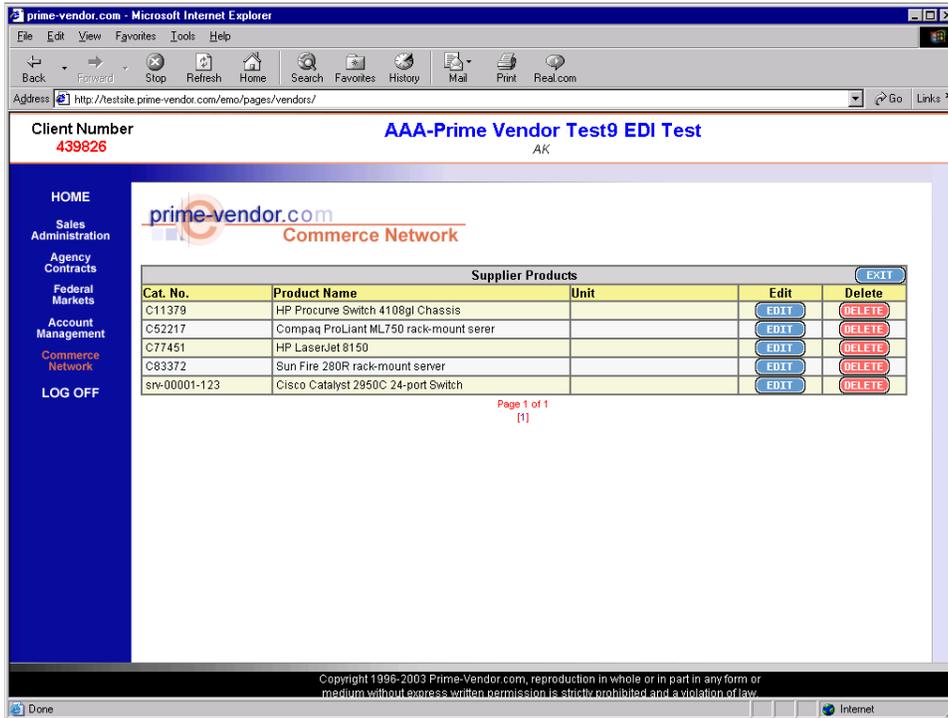
Select the link provided to access the Trading Partner Invitation Approval screen



Trading Partner Approval screen

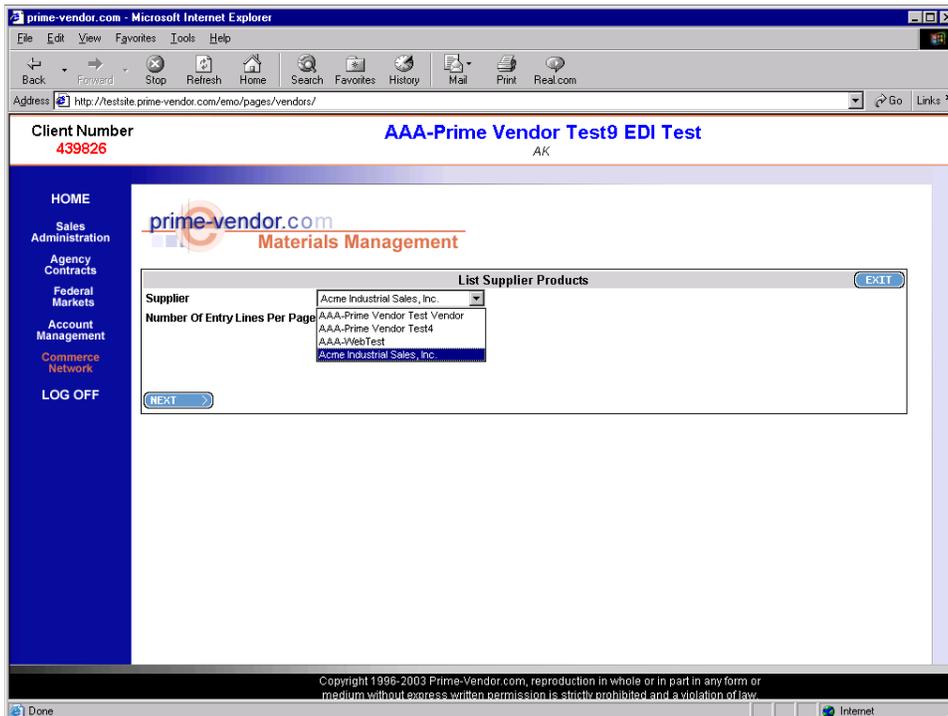
Select **Approve** or **Reject** to respond to the invitation. Approval will automatically establish a trading relationship with the vendor who sent the invitation.

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.



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.



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 Lines Per Page: 1

NEXT

Number of Products

prime-vendor.com - Microsoft Internet Explorer

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

List Supplier Products EXIT

Line: 1

Supplier: Acme Industrial Sales, Inc. Supplier ID: 435626

Product Name:

Your Number: Mfg. Number:

NSN #: Brand Name:

Unit:

Unit Packing:

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.