Using the Commerce Network

Introduction

The Commerce Network is a modular suite of business to business procurement tools within the Prime Vendor program that allows vendors to establish trading relationships. Vendors can create customer or supplier relationships with other vendors, sell and buy products, process received items and manage inventory. This tutorial will cover all of the features of the commerce network module in the Prime Vendor system

The Commerce Network is organized into six primary functions:

- 1) Sales Management
- 2) Purchase Management
- 3) Electronic Document Management
- 4) Trading Partners
- 5) Financial Management
- 6) Materials Management

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The Commerce Network menu

To access the Commerce Network functions users must login into the Prime Vendor program. To do this, visit Prime Vendor on the web at www.prime-vendor.com. Select the link labeled **Vendor Center** from the menu on the left. On the vendor center page users must enter their Prime Vendor account number; plus their login name and password. Select the **Enter** button to continue.





Select Vendor Center from the Prime Vendor homepage



On the Vendor Center page complete the login information and select Enter.



If the login information is correct the system will display the user's home page and quick status screen. To continue to the Commerce Network select the **Commerce Network** button from the menu on the left.



The Users Homepage and Quick Status screen



The Commerce Network menu



Using the Commerce Network

Part One: Sales Management

The Sales Management module is where a supplying vendor will receive and process purchase orders. The Sales Management Interface provides a tool bar and searchable listing to help users manage purchase orders and navigate the different functions that process the purchase orders. Select *Receive Customer Purchase Orders* to access the Sales Management Interface.

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Sales Management Menu

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Sales Management Interface



The Sales Management Interface

Three components comprise the Sales Management Interface.



The first component is the toolbar. Three columns in the toolbar represent the stages in processing a purchase order. **Column One** displays the number of new and open orders. **Column Two** provides the number of shipped orders. **Column Three** provides the number of current invoices. Each listing is accessible by the view button in each column.

Each listing is searchable by multiple parameters. Purchase orders, backorders, shipped orders and invoices can all be found by searching for the ordering vendor name, contract number, purchase number or by date received. Change the search parameter with the selection menu labeled *Search Purchase Orders By*. Then proceed with the search by entering the search term or keyword into the *Search Purchase Orders For* field and selecting the *Search* button.



The last component of the Sales Management Interface is the purchase order listing. This is where the purchase orders, backorders, shipped orders and invoices will be displayed. The listing will provide purchase order details. The customer name, contract number, purchase number, date received, and order status will display for each purchase order in the listing. The view button with each purchase order will access the order for further details and processing.

prime-vendor.com Commerce Network

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| earch Purchase Orders By: Ordering Vendor 💌 | | Search Purchase Ord | lers For: | | |
| | | Open Purchas | e Orders | | |
| Customer | Contract No. | Purchase No. | Date Recieved | Order Status | |
| AAA-WebTest | CAT0004 | PO000898 | 9/16/2005 | Partial Shipment | (VIE |
| AAA-WebTest | CAT0004 | PO00123 | 9/16/2005 | New Order | (VIE |
| AAA-WebTest | CAT0004 | PO0001 | 9/20/2005 | New Order | VIE |
| AAA-WebTest | CAT0004 | PO001238 | 9/21/2005 | New Order | VIE |
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| AAA-WebTest | CAT0004 | PO1123 | 9/21/2005 | New Order | VIE |

Page 1 of 1 pages

Sales Management Interface



Using the Sales Management Interface

The Sales Management Interface displays the New and Open Orders Listing by default. Any new orders will appear in the listing and the New / Open Orders column in the tool bar will show the number of new orders.

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| Search Purchase Orders By: Search Purchase Orders For: | | | | | | | | | | |
| | | Open Purchas | e Orders | | | | | | | |
| Customer | Contract No. | Purchase No. | Date Recieved | Order Status | | | | | | |
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| AAA-WebTest | CAT0004 | PO00123X | 9/21/2005 | New Order | VIEH | | | | | |
| AAA-WebTest | CAT0004 | P01123 | 9/21/2005 | New Order | VIEH | | | | | |

Page 1 of 1 pages

Sales Management Interface

Select the view button to access the new purchase order details.

| | Vendor Name | | Vendor Ac | ldress | Account No. | | Vendor No. | | | |
|----------------|---|-----------|-----------------------|---------------------------------|---------------------------------------|---------------|-----------------|-----------|---|---------------------|
| Purchase Order | Android Industries | Doraville | 305 Best Fri | end Court. | 1042665 | | 1042665 | | | |
| Information. | | | Norcross, GA 30071 | | | | | | | |
| | Buyer | | Phone | | Fax | | Email | | | |
| | NO USER | | 1.770.441. | 7676 | 1-770-441-7678 | 3 | | | | |
| | Issue Date | | Purchase | No. | Requisition No |). | Deliver By | | | |
| | 2/24/2006 | | ро | | | | | | | |
| | SI | IPPI IFR | | | SHIP | | ON | | | |
| | Assount No. | | | Assount No. | | Vandar Ham | - | | | |
| | 218966 | | | 10/2885 | | Android Induc | trioc Doravillo | | | |
| | | | | 1042000 | | Android mads | ules Dolaome | | | |
| | Vendor Name | | | Address | City | ty . | | | | |
| | Anderson Safety I | nc. | | 305 Best Friend Court. Norcross | | | | | _ | |
| | Addreee | | | | | | | | | Customer's Shipping |
| Supplier's | 1035 LaGrange B | lvd. SW | | GA (20071 | | | | | | Information. |
| Information. | | | | | | | L | | | |
| | City | | | Comments | | | | | | |
| | Atlanta | | | | | | | | | |
| | State (7in | | | | | | | | | |
| | GA 30336 | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | ITEMS | IN CART | | | | | |
| | Line Quantity Unit Product No. | | | Product Unit Price 📢 💳 | | | | | _ | Ordered Products |
| | 1 21 DOZEN ASA-139 | | SA-139 | Ladies String Knit | Glove- White Glo | ves | \$ 5.00 | \$ 105.00 | | |
| | 2 4 PACK MEM1700KL Lear 3 12 DOZEN ASA-140 PVC | | | Leather Kevlar Gl | Leather Kevlar Gloves \$ 79.50 \$ 318 | | | | | |
| | 4 3 | DOZEN A | SA-133 | PVC dots Glove, P | Revo, Laules | | \$ 5.85 | \$ 17.55 | | |
| | | P SEEN A | | 1 | | | Total | \$ 510.75 | | |
| | | | | | | | | | | |

Purchase Order Details

The Purchase Order details show who created the purchase order what items or products are being ordered, the order total and where to ship the items too. Send Confirmation of the receipt of the order by selecting the blue **Confirm** button in the lower left-hand corner of the form.



The next step in processing a purchase order is to ship the order and enter the shipping information into the Commerce Network System. Upon confirming receipt of the purchase order the system will add a shipping information form below the purchase order details. The shipping information can be completed at this time or the information can be completed later.

To access an order that has been confirmed but not shipped. Access the New / Open Orders listing in the Sales Management Interface. Each order has a status column that will identify the order as a New Order or as a Confirmed Order. The Confirmed Orders are orders that are ready for shipping.

| | | |] | | | | | | | | |
|---|---|---|--|---|----------------------------------|---------------------------|------------|-------------------|---|--------------------|---|
| | Vendor Name AAA-Web Test | Vendor Addra 123 Shoebox L Suite 345 Wilmington, AL 45545 | ess n | Account No. 423522 | | Vendor No. | | | | | |
| | Buyer | Phone | | Fax | Email | | | 1 | | | |
| | NO USER | 2524132335 | | 1-910-794-9652 | burney@p | prime-vendor.c | com | | | | |
| | Issue Date | Purchase No. | | Requisition No. | Deliver By | y . | | 1 | | | |
| | 8/30/2005 | 123 | | 8-3 | | | 8-31-2005 | | | | |
| | SUPPLIER | | | SHIP TO DESTINATION | | | ION | | | | |
| | Account No. | | Account No. | | Vendor Nar | | | | | | |
| | 439826 | | 423522 | dress City Wilmington Wolf | | गट त | | | | | |
| | Vendor Name AAA-Prime Vendor Test9 EDI Te | st | Address 123 Shoebox Ln Suite 345 | | | City Wilmington | | | | | |
| | Address | | | | State / Zip AL / 45545 | | | | | | |
| | City | | Comments | ' | | | | | | | |
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| | |] | | | | | | | | | |
| Enter the Quantity of Products Being = | Line Quantity Quantity Ordered Shipped Ord | Back Jered Unit | Product | | | | Unit Price | Extended Price | | | |
| Shipped. | | 1 EA | MATRIX ANTIBAC | TERIAL SUAP DSPNR | | | \$ 40.18 | \$ 0.00 | | Enter Shinning | |
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| | Complete th Confirmation | e freight carrier in will automatical | nformation and press Ily be issued to the b | the "Order Shipped" uyer and receiving dep | button. partment. | | | | | | |
| | Shipment No. | | | Tracking No | · [| | | | | | |
| | Freight Carrier | | | ET# | | | | | | | |
| | Phone Phone | | | Ship Date | • | | | | | | |
| | | | | X | | | | | | | |
| Select Order Shipped to Continue. | CROCER SHIPPED Shipping Form | | PRINT P | AGE <mark>)</mark> EXIT, NO UP | DATE | | | EXIT |) | | |

Complete the shipping form and send the shipping information to the customer by selecting the *Order Shipped* button in the lower left-hand corner of the form

In the event that the supplier cannot send all of the order items at once the system can ship a partial order and place the rest of the purchase on backorder. The supplier can come back to this back order at any time to complete the rest of the order. Select the back order column in the tool bar of the Sales Management Interface to view a listing of partial and back orders



Once the Order is shipped the system will show the order in the Shipped Orders Listing. Orders in the Shipped Orders Listing are complete and ready for invoicing



Shipped Orders Listing

Select the invoice link in the Invoice Column to view the details of the shipped orders.

The last step in processing purchase orders is to create and send an invoice to the customer. After completing the shipping information the system will change the Order Shipped button into a Create Invoice button. Select the **Create Invoice** button to create an invoice from the purchase order.



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.

| | | | | | INVO | ICE | | | | | | |
|-------|---------------------------------|---------|--------------------------------|------------|---------------------------|-------------------|----------------|--------|-------------------------|-----------|--|--|
| Vend | lor Name | | Ver | ndor Ad | dress | Account No. | | Vend | or No. | | | |
| AAA-1 | WebTest | | 123 | Shoebox | < Ln | 423522 | | | | | | |
| | | | 10/11 | nington | | | | | | | | |
| | | | AL | 45545 | | | | | | | | |
| Buye | er. | | Pho | one | | Fax | | Email | | | | |
| NOU | SER | | 25 | 2413233 | 5 | 1-910-794-9652 | | burne | burney@prime-vendor.com | | | |
| Issu | e Date | | Pur | chase N | lo. | Requisition No | 2 | Delive | Deliver By | | | |
| 6/20 | /2005 | | 12 | 345-80 | | 7/21/ | 2005 | | | | | |
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| Vend | /endor Name | | | | Address | | City | | | | | |
| AAA | AAA-Prime Vendor Test9 EDI Test | | | | 123 Shoebox Ln | | Wilmington | | | | | |
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| Addı | ress | | | | | | State / Zip | | | | | |
| | | | | | | | AL / 45545 | | | | | |
| City | | | | _ | Comments | | | | | | | |
| city | ny | | | | | | | | | | | |
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| Line | Ordered In | voiced | Ordered | Unit | FIUUUCI | | | | Unit Frice | Price | | |
| 2 | 1 | 1 | | EA | MATRIX PAPER TOWE | L DISPENSER | | | \$ 33.71 | \$ 33.71 | | |
| 3 | 2 | 2 | | EA | MATRIX TOILET TISSU | JE DISP - MULTI R | i. | | \$ 34.58 | \$ 69.16 | | |
| | | | | | | | | | Sub Total | \$ 102.87 | | |
| | | | | | | | | | Shipping | \$ 0.00 | | |
| | | | | | | | | | Total | \$ 102.87 | | |
| | | | | | | | | | | | | |
| | | | | | SHIPMENT INF | ORMATION | | | | | | |
| | | Comple | ete the freig nation will : | ht carrier | information and press the | e "Order Shipped" | button. | | | | | |
| | | Comm | nation oom a | otomatic | any be issued to the buye | and receiving de | pannen. | | | | | |
| | Snipment No. | 456789 | 1 | | | Tracking N | 0. | | | | | |
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Shipped Orders / Invoice Form

The invoice form displays the purchase order details. It also displays the products that have been shipped to the customer and the purchase total. Select the *Create Invoice* button in lower left-hand corner of the form to create an invoice and send it to the customer.



Using the Commerce Network

Part Two: Purchase Management

Purchase Management is where the customer can access catalogues, create purchase orders, track order status, automate orders and recall purchasing reports. To access Purchase Management select the button labeled **Purchase Management** from the Commerce Network Menu.



Commerce Network Menu



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.

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| Client Number | | | | | Sou | uthwi | re Com | pany | | | | | |
| 1042659 | | | | | 1 Sout | hwire Dr, | Carroliton, G | GA 30119 | | | | | |
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| HOME | | | | Se | earch Con | tracts \ | Purchase Pro | ducts | _ | | (| EXIT | |
| Sales | | | Search by | List All | Contract | \$ | * | | (SEARCH) | | | | |
| Administration | | | | Loca | e Contracts | | Return | Contracts | | | | | |
| Agency Contracts | | | | Expir | red Contrac | ts | C Return | Products Only | | | | | |
| Federal | Contract No. | Title | | | | | | Start Date | End Date | Details | Co | ntract | |
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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 number, product number, or by keyword.

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| 1042659 | | 15 | outhwire Dr, Carrollton, GA 3 | 0119 | | | | | | | | | | |
| | _ | | Catalaa Dataila | | | | | | | | | | | |
| HOME | Title | Ceneral Catalog a | Catalog Details | CATOOOL | | | | | | | | | | |
| Sales | Start Date | Contra Catalogue | Catalog No. | CAIGOI | | | | | | | | | | |
| Agency | End Date | | | | | | | | | | | | | |
| Contracts | | | | | | | | | | | | | | |
| Federal Markets | | Search by: List All Produc | ts On Contracts 💌 | (SERRCH) | | | | | | | | | | |
| Account Management | Enter the number of units to be ordered in the quantity box. Press the "dolt land On Catalog That May Be Ordered Online View | | | | | | | | | | | | | |
| Commerce | Trouvers Ended on | the "Add items to Cott" button of this screen. Your selection will be added. | | | | | | | | | | | | |
| Network | Product | Cisco Catalyst 2950C 24-port Switch | | Line # | 001 | | | | | | | | | |
| LOG OFF | Description | The Catalyst 2950 switch supports performance EtherChannel@ and Gigabit EtherChannel techn | e boosting features such as Fast ology, offering up to 4Gbps of high | Cat.# | C32147 | | | | | | | | | |
| | | performance bandwidth between Catalyst swit | ches, routers, and servers. | Price | \$1,799.98 | | | | | | | | | |
| | Package | FA | | | | | | | | | | | | |
| | Vendor | AAA-Prime Vendor Test9 EDI Test | | | Quar | tay 1 | | | | | | | | |
| | Product | Compaq ProLiant ML750 rack-moun | t server | Line # | 001 | | | | | | | | | |
| | Description | The ProLiant ML750, with the Intel Pentium II Xe capacity for 21 Internal 11 Mide Litya20 SCSI.d | on 700MHz processors, provides | , Cat.# | C52217 | | | | | | | | | |
| | | array controllers | | Price | \$ 25,799.97 | | | | | | | | | |
| | De altre de | (specifications)(image) | | | | | | | | | | | | |
| | Vendor | EA AAA Brime Vander Teeff EDI Teet | | | | - | | | | | | | | |
| | Product | Product HD Large let 8160 | | | | | | | | | | | | |
| | Description | The LaserJet 8150 series employs versatile page | er handling accessories include hi | igh- Cat.# | C77451 | | | | | | | | | |
| | | capacity input / output and finishing options for Additional optional capabilities include copying | high-volume, unattended printing. scapping, digital sending and LAN. | Price | \$ 1,894.99 | | | | | | | | | |
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| E LIST CATALOGUE I | TEMS | | | | 🥥 Inten | net | | | | | | | | |

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.



| Back Forward | Stop Refresh | Home Search Favorites History Mail Print Real.com | | |
|--|------------------------|---|---|------------|
| gdress 😰 http://testsik | e.prime-vendor.com/e | no/pages/vendors/ | | |
| Client Number 1042659 | r | Southwire Company 1 Southwire Dr, Carrollton, GA 30119 |) | |
| | | ADDAT TIME VEHICOT LESS LDT LESS | | spanny P |
| HOME Sales Administration | Product Description | HP Laser-Jet 8150 The Laser-Jet 8150 cerics employs versatile paper handling accessories include high- capacity input / output and finishing options for high-volume, unattended printing. Additional optional capabilities include corriging scarcing, distribution scarcing, additistication and LAN | Line # 001 Cat. # C77451 Price \$1,8943 | 99 99 |
| Agency Contracts | Package | faxing (specifications)(inage) FA | | |
| Markets | Vendor | AAA-Prime Vendor Test9 EDI Test | | Quantity 0 |
| Account Management Commerce Network | Product Description | HP Procurve Switch 4100gl Chassis The HP 4108g is a managed moduler 10/100/1000T workgroup switch, targeted to meet high port density needs in the winng-closet environment. Fast Path Technology on the HP Procurve Switch 4108g innoise intra-moduling switching at wire-speed. | Line # 001 Cat. # C11379 Price \$2,889 | 86 |
| LOG OFF | Package Vendor | (specifications)(inage) EA AAA-Prime Vendor Test9 EDI Test | | Quantity 1 |
| | Product Description | Sun Fire 200R rack: mount server The Sun Fire 200R rack: mount server processors. Includes redundant hot-swee power supples with independent power contained interd-sources/binding. (apecifications) (anage) | Line # 001 Cat. # C03372 Price \$ 8,229.5 | 98 |
| | Package Vendor | EA AAA-Prime Vendor Test9 EDI Test | | Querra 0 |
| | | Page 1 of 1 1 | | |
| | | (ADD ITEMS TO CART) VIEW CART) EXIT |) | |
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| | | | | |
| | | Copyright 1998-2003 Prime-Vender corri, reproduction in whole medium without express written permission is strictly prohibite | d and a violation of law. | (m |
| | | | | internet |

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.

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| Address 🛃 http://testsit | e.prime-vendor. | com/emo/ | /pages/vendors/ | | | | | | | | | | | ∂Go | Links ** | | | | | | |
| Client Number 1042659 | r | | | | | Sou 1 Souti | .thwii Invire Dr, | re Co Ganolite | mpany m, GA 3011 | 9 | | | | | | | | | | | |
| HOME | | | | | | | | | | | | | | | | | | | | | |
| Sales Administration | Listed below Continue SI Note: if you | w are all hopping' i change | of the items of button to return any of the amo | urrently in ; to the pro unts on th | your cart. duct listin is page, fi | Press things page. | e 'Create will have | Order't | utton below | to create a pu efore vou can | urchase on create an | ler or requ | uisition. F | ress the | | | | | | | |
| Agency | Catalog | Line | Product | | o pago, o | | | 10 00 10 | Unit Cost | Measure | Quan | ity | Tota | 1 | | | | | | | |
| Federal | AAA-Prime Ve General Catalo | indor Test | 9 EDI Test | | | | | | | | | | | | | | | | | | |
| Markets | CAT0001 | 001 | Cisco Catalys | t 2950C 24 | port Swit | ch | | | \$1,799.98 | EA | 1 | | | 1,799.98 | | | | | | | |
| Management | CAT0001 | 001 | HP Procurve | Switch 410 | Ogl Chass | is | | | \$ 2,909.90 | EA | 1 | | | 2,989.98 | | Ι, | | | | | |
| Commerce Network | | | | | | | | | | | Vendo | Total | | 4,709.96 | | | 9 | Selec | t Crea | te Ord | er |
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Select Create Order



| | | | | | PURCHAS | SE ORDER | | | | |
|--|--------------------------------|-----------|---|---------------------------------|---------------------------|------------------------|----------------|-----------------------|-----------|--|
| Vendor Android | r Narne Industries (| Doraville | Vendor A 305 Best F Norcross, GA 30071 | vdc rie | Iress nd Court. | Account No. 1042865 | | Vendor No. 1042665 | | |
| Buyer | | | Phone | - | | Fax | | Email | | |
| NO USE | R | | 1.770-44 | 1-71 | 876 | 1-770-441-7678 | 3 | | | |
| Issue D | Date | | Purchase | e N | 0. | Requisition No | | Deliver By | | |
| 2/24/20 | 006 | | po | | | | | | | |
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| | SU | PPLIER | | | | SHIP | TO DESTINATION | ON | | |
| Accour | nt No. | | | | Account No. | | Vendor Nam | e | | |
| 218966 | i | | | | 1042665 | | Android Indus | stries Doraville | | |
| Vendor Name | | | | Address City | | | | | | |
| Anderson Safety Inc. | | | | 305 Best Friend Court. Norcross | | | | | | |
| | | | | | | | | | | |
| Addres | ss | | | | | | State / Zip | | | |
| 1035 La | aGrange Bl | vd. SW | | | GA / 30071 | | | | | |
| City Atlanta State / Zip GA 30336 | | | | Comments | | 1 | | | | |
| | | | | | | | | | | |
| | | | | | ITEMS I | N CART | | | | |
| Line | Quantity | Unit | Product No. | | Product | | | Unit Price | Total | |
| 1 | 21 | DOZEN | ASA-139 | | Ladies String Knit | Glove- White Glo | ves | \$ 5.00 | \$ 105.00 | |
| 2 | 4 | PACK | MEM1700KL | _ | Leather Kevlar Glo | ives | | \$ 79.50 | \$ 318.00 | |
| 3 | 12 | DOZEN | ASA-140 | | PVC dots Glove, R | evv, Ladies | | \$ 5.85 | \$ 70.20 | |
| 4 | 3 | DOZEN | ASA-133 | | PVC dots Glove, R | evv, Men | | \$ 5.85 | \$ 17.55 | |
| | | | | | | | Total | \$ 510.75 | | |

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 | | | | | | Submitted EXIT | | | | | |
|--------------|-----------------------|--------------------------------|--|--------------|---|----------|---|---------------------|-------------|--|--|--|
| | | Appr | oved | | | | | | | | | |
| Color Key: | = Completed | = Pending R = Rejected Partial | | | Vendor Recieved | | | | | | | |
| | | | | | | Shipp | ed | | | | | |
| | | | | | | | Recei | ved | | | | |
| Purchase No. | Date | Vendor | | | | | | Backo | order | | | |
| 2 | 8/26/2005 | Anderson Safety | \checkmark | 1 | Image: A start of the start of | √ | \checkmark | Ν | (VIEH) | | | |
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| 23456 | 8/26/2005 | Anderson Safety | Image: A start of the start of | √ | Image: A start of the start of | √ | Image: A start of the start of | | VIEH | | | |
| 789987 | 8/26/2005 | Anderson Safety | Image: A second s | \checkmark | Image: A start of the start of | Р | 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.



Using the Commerce Network

Part Three: Document Management

The Commerce Network program features a module that sends and receives electronic documents in multiple formats. A vendor can now receive and send documents to their EDI Trading Partners without having to develop their own EDI system. The Document Management module also sends and receives documents in text, flat file, and other custom data formats.

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| Address 📄 http://prime-v | endor.com/emo[pages/vendors/ | s » |
| Client Number 218966 | Anderson Safety Inc. 1036 LaGrange Blvd. SW, Atlante, GA 30336 | |
| HOME Sales Administration Agency Contracts | prime-vendor.com Commerce Network | |
| Federal Markets | Commerce Network | |
| Account Management Commerce Hetwork LOG OFF | Sales Management Purchase Management Electronic Document Management Trading Partners Financial Management Materials Management | |
| | Copyright 1938-2020 Prime-Vendor.com, reproduction in whole or in part in any form or medium without express witten permission is strictly prohibited and a violation of law. | |
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Commerce Network Main Menu

From the Commerce Network Main Menu select the link labeled *Electronic Document Management*.

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| File Edit View Favor | rites Tools Help | | 19 |
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| Address 🗃 http://prime-v | endor.com/emo/pages/vendors/ | <u>▼</u> @∞ | Links » |
| Client Number 435626 | Acme Industrial Sales, Inc. 123 Main Street, Suite 347, Wilenington, NC 28407 | | |
| HOME Sales Administration Agency Contracts | prime-vendor.com Commerce Network | | |
| Markets | Commerce Network | EXIT | |
| Account Management Commerce Network LOG OFF | Documents Received Documents issued Create Document Add / Edit Trading Partners | | |
| | Copyright 1996-2006 Prime-Vendor.com, reproduction in whole or in part in any form or medium without express written permission is stictly prohibited and a violation of law. | | |
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Document Management



The Document Management menu offer options to receive inbound documents from trading partners, create documents to send to trading partners and view documents that have been sent to trading partners. The Department Manager also features a link to the Add / Edit Trading Partners forms that allow the vendor to establish trade relationships with other vendors.

Viewing and Responding to Received Documents

To receive inbound documents select the blue button labeled **Documents Received** from the Document Management menu.



Select Documents Received

Received documents are listed in a searchable interface that will provide access to all new and previously received documents. Each document listed is displayed with the sender information, document number, subject, date and status

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| Address 😸 http://prime-v | vendor.com/emo/pages/vendors | 1 | | | | • @Go | Links » | | | |
| Client Number 435626 Acme Industrial Sales, Inc. 123 Main Street, Suite 347, Wilmington, NC 20407 | | | | | | | | | | |
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| Contracts | | | Search Received Docu | ments | | (EXIT) | | | | |
| Account | Search Auchase Orders Dy: From Vender 💌 | | | | | | | | | |
| Management | Management Received Documents | | | | | | | | | |
| Commerce Network | Sender | Document No. | Subject | Process Date | Status | | | | | |
| 100.055 | 423522 AAA-WebTest | 1450XCF | Purchase Order #1450XCF | 2/9/2006 11:15:53 AM | 'NEW' | VIEN) | | | | |
| LOG OFF | 423522 AAA-WebTest | 1200XCF | Purchase Order #1200XCF | 2/9/2005 10:41:07 AM | "NEW" | VTEN) | | | | |
| | 423522 AAA-WebTest | EEOOXCF | Purchase Order # EE00XCF | 2/9/2006 9:10:21 AM | "NEW" | VTEN | | | | |
| | 423522 AAA-WebTest | SH00012KL | Shipment Notice # SH00012KL | 2/8/2006 5:10:14 PM | "HEW" | (VIEH) | | | | |
| | 423522 AAA-WebTest | SHIP-003-02-08-06 | Shipment Notice # SHIP-003-02-08-06 | 2/8/2006 5:06:49 PM | 'NEW' | VIEM) | | | | |
| | 423522 AAA-WebTest | SHIP-003-02-08-06 | Shipment Notice # SHIP-003-02-08-06 | 2/8/2006 4:59:47 PM | 'NEW' | VIEM) | | | | |
| | 423522 AAA-WebTest | INV-004 | INVOICE # INV-004 | 2/8/2006 4:56:23 PM | "NEW" | VTEN | | | | |
| | 423522 AAA-WebTest | PO-001 | Purchase Order # PO-001 | 2/8/2006 4:56:17 PM | 'NEW' | (VIEH | | | | |
| | 423522 AAA-WebTest | ship-002-02-08-06 | Shipment Notice # ship-002-02-08-06 | 2/8/2006 4:52.13 PM | 'HEW' | VIEN | | | | |
| | 423522 AAA-WebTest | ship-001-02-08-06 | Shipment Notice # ship-001-02-08-06 | 2/8/2006 4:47:48 PM | 'NEW' | VIEN | | | | |
| | | | Page 1 of 9 pages | | | (NEXT) | | | | |
| | | Const | abt 1995-2006 Prime-Vandar.com, ranzadur | ction in whole or in part in any fo | ID AL | | | | | |
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Received Documents Listing



Each Document is listed with a *View* button. Select the View button to access the document details.

| | | | | P | URCHASE ORDER | | | | |
|--|-----------------------|----------|---------------------------------------|---|---------------------------------------|------------------------|---------------------------|-------------------------|-----------|
| Vendor Name Vendor Addre AAA-WebTest 123 Shoebox Ln Suite 345 Willimington, AL 45545 | | | ess | ess Account No. 423522 | | Vendor No. ACT00012 | | | |
| Buyer | | Phone | | | Fax | | | Email | |
| NO USER | | 25241323 | 35 | | 1-910-794-965 | 2 | | burney@prime-vendor.cor | n |
| Issue Date | sue Date Purchase No. | | | Requisition | No. | | Deliver By | | |
| 2/3/2006 | 2006 1450XCF | | | | | | | | |
| | SUPPLIER | | | | | SHIP | TO DESTINA | TION | |
| Account No. Account No. 439826 4236 | | | | Account No 423522 | | | Vendor Nar AAA-WebTest | ne | |
| Vendor Name AAA Prime Vendor Test9 EDI Test 3 Suite | | | Address 123 Shoebox L Suite 345 | Address City 123 Shoebox Ln Suite 346 | | | | | |
| Address Add1 | | | | State / Zip AL / 45546 | | | | | |
| City City | | | | Comments Order comments go here | | | | | |
| State / Zip AK Zip | | | | | | | | | |
| | | | | | ITEMS IN CART | | | | |
| Line No. | Quantity | Unit | Ргос | luct No. | Product | | | Unit Price | Total |
| 1 | 15 | EA | вов | 5090 | MATRIX ANTIBACTE | RIAL SC | DAP DSPNR | \$ 40.18 | \$ 602.70 |
| 2 | 2 10 EABOB 5262 M/ | | | MATRIX PAPER TOV | VEL DIS | PENSER | \$ 33.71 | \$ 337.10 | |
| 3 | 17 | EA | BOB | 5288 | 8 MATRIX TOILET TISSUE DISP - MULTI R | | | \$ 34.58 | \$ 587.86 |
| 4 | 15 | EA | BOB | 5090 | MATRIX ANTIBACTE | RIAL SC | DAP DSPNR | \$ 40.18 | \$ 602.70 |
| 5 | 10 | EA | BOB | 5262 | 2 MATRIX PAPER TOWEL DISPENSER | | | \$ 33.71 | \$ 337.10 |
| | | | | | | | | | |

Received Purchase Order

The above image is a received purchase order from a trading partner. The document arrived in one of several formats (EDI, text, flat-file) and has been automatically converted for viewing in the Commerce Network program. The purchase order is presented order information, shipping destination and a listing of the ordered products.

The purchase order form can be printed from this screen. The order is automatically archived in the Commerce Network Program.

The Document Management Module can aid in facilitating a response to the Purchase Order. In conjunction with shipping the order to the customer the vendor can use the Document Management module to send a shipping notification.



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|---------------------------|---|---|-----------------|
| | Client Number 435626 | Acme Industrial Sales, Inc. 123 Main Street, Saite 347, Wilmington, NC 28407 | • (* 40 Links * |
| | HOME Sales Administration Agency Contracts | orime vendor.com Commerce Network | |
| Select Create Document | Account Management Commerce Network | Commerce Network Converte Secolved Converter Secolved Create Documents Add / Edit Trading Partners | EXIT |
| | | | |
| | Document Ma | Copyright S005-0000 Prime-transforces, apportunities in wheth as in part in any term or medium without express written permission is dicity prohibited and a violation of law. | Internet // |

To send a shipping notice access the Create Document interface. From the Document Management menu select the link labeled *Create Document*.

The following screen will display a searchable listing of current Trading Partners.

| prime | Acme Industrial Sales, In 123 Main Street, Suite 347, Wilmington, NC 2 rendor.com Commerce Network | 5. 8407 | | | |
|------------------|---|--|---|---|--|
| _prime- | endor.com Commerce Network | | | | |
| | | | | | |
| | Create Manual Document For Trading Partner | | | (DATT | |
| Search Trading R | artners By: Search For | | 6 | ist 011 Venders | 1 |
| Tvendorisun | | | | | |
| D | Vendor Name | Supplier | Customer | | |
| 439823 | AAA-Prime Vendor Test Vendor | × | | SELECT VENDOR | |
| 439826 | AAA-Prime Vendor Test9 EDI Test | x | x | SELECT VENDOR | |
| 423522 | AAA-WebTest | | | SELECT VENDOR | |
| 435626 | Acme Industrial Sales, Inc. | | × | SELECT VENDOR | |
| | Page 1 of 1 pages | | | | |
| | Search Trading F Vendor Num 439923 439828 423522 435626 | Search Trading Partners By: Search For Vindor Number I Search For 429822 AAA-Pime Vector Test Vendor 439828 AAA-Pime Vector Test Vendor 423522 AAA-Piter Vector Test Vendor 423522 AAA-Yeo/Fest 435638 Acme Industrial Sales, Inc. | Search Trading Partners By: Search To Vindor Number I Search To Value Vindor Number I Search To 199022 AAA-Prime Vendor Test Vendor X 439828 AAA-Prime Vendor Test Vendor X 423922 AAA-Prime Vendor Test Vendor X 423922 AAA-Prime Vendor Test BED Test A 423922 AAA-Prime Vendor Test BED Test A 423922 AAA-Prime Vendor Test BED Test A 423923 AAA-Prime Vendor Test BED Test A 423922 AAA-Prime Vendor Test BED Test A 423923 AAA-Prime Vendor Test BED Test A 423922 AAA-Prime Vendor Test BED Test A 423923 AAA-Prime Vendor Test BED Test A 423924 AAA-Prime Vendor Test BED Test A 423925 Acome Industrial Sales, Inc. Prime Test Sale | Search Trading Partners By: Search Tre Search Tre Vindor Number II Image: Search Tre Suppler Customer 409022 AAA-Prime Vendor Test Vendor X X 43938 AAA-Prime Vendor Test Vendor X X 429022 AAA-Prime Vendor Test BED Test X X 429522 AAA-Arites Vendor Test BED Test X X 429522 AAA-Yeo/Fett Image: Search Test Search X 43563 Acme Industrial Sales, Inc. X X | Search Trading Partners By: Current of Control o |

Create Document For Trading Partner Listing

Select the Trading Partner who sent the recent purchase order.



| File Edit View Fav | orites Tools H | elp | | | | | | | |
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| ddress 🔕 http://prime- | vendor.com/emo/p | ages/vendors/ | | | | | ê60 | Links | |
| Client Number 435626 | | | Acme Indus 123 Main Street, Suite | strial Sales, In 347, Wilmington, NC | nc. 28407 | | | | |
| HOME Sales Administration Agency | prime | vendor.com Comm | erce Network | | | | | | |
| Contracts | | | Create Manual Docume | ent For Trading Partne | r | (| an l | | |
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| Account | Uses TEXT data | format | | | | | | | |
| Management | PV COMMERC | E NETWORK | | | | | | | |
| Commerce | Data Type | Document Type | Document | Format Type | Format Version | | | | |
| HELINVIK | TEXT | INVOICE | PV INVOICE FLATFILE | | | CREATE DOCUME | NT) | | |
| LOG OFF | STANDARD | | | | | | | | |
| | Data Type | Document Type | Document | Format Type | Format Version | | | | |
| | TEXT | ORDER | PV ORDER FLATFILE | | | CREATE DOCUME | INT) | | |
| | STANDARD | STANDARD | | | | | | | |
| | Data Type | Document Type | Document | Format Type | Format Version | | | | |
| | TEXT | SHPMENT NOTICE | PV SHPMENT NOTICE FLATFILE | | | CREATE DOCUME | NT) | | |
| | | | Page 1 of | 1 pages | | | | | |
| | | | Copyright 1995-2006 Prime-Vendor.com | , reproduction in whole or | in part in any form or | | | | |

Formats Available for the Listed Trading Partner

To send a shipping notice to this trading partner select the *Create Document* button listed with the Shipment Notice document type

The Shipment Notice Form is a variation of the purchase order form that confirms the fulfillment of the order and provides the customer with shipping information such as a listing of ordered products included with this shipment, the name of the shipping carrier, the tracking number and estimated arrival date. This allows the Customer to anticipate the arrival of the order

The Shipment Notice Form contains editable fields where the vendor can input order information including a listing of the items included in the shipment, shipping number, process date, estimated arrival date, carrier and tracking information.

Upon completion of the Shipping Notice select the review button. This will display the final notice as it will appear when the customer receives it in their Commerce Network eportal. Select the *Submit* button on the review page to finalize and send the shipping document.



| | | S | hipment Notice | | |
|--|---|--|-----------------------|-------------------------|--------------------------------|
| Vendor Name AAA-WebTest | Vend Bill Li Bill Li Bill C NC,28 | or Address ne1 ne2 ity 403 | Account No. 423522 | | Vendor No. ACT00012 |
| Buyer Billing Name | Phon 910 | e 762-BILL | 910-FAX-BILL | | Email bill@prime-vendor.cor |
| Purchase Order Date | Purcl | nase No. | Requisition No. | | Deliver By |
| Invoice Date | Invoi | ce No. | | | |
| SUPPLIER | | | SHIP TO | DESTINATION | |
| Account No. 439826 | | Account No. 423522 | | Vendor Nan AAA-WebTe | ne est |
| Vendor Name AAA-Prime Vendor Test9 EDI T | est | Address Ship 1 | | City Wilmington | |
| Address Add1 | | Ship 2 | | State / Zip | zip 28403 |
| City | | | | | |
| City | | | | | |
| State / Zip AK Zip | | | | | |

| | Shipment Notice Items | | | | | | | | | |
|----------|-----------------------|------|-------------|---------|------------|--|--|--|--|--|
| Line No. | Quantity | Unit | Product No. | Product | | | | | | |
| 1 | | | | | (ADD LINE) | | | | | |

| | Complete the freight carrier information | | |
|-------------------|--|--------------|--------|
| Shipment No. | | Fracking No. | |
| Freight Carrier | | ETA | |
| Phone | | Ship Date | |
| Order Fulfillment | × | | |
| CANCEL | | | REVIEH |

Complete the Form, Select Review then Submit to send

The finalized Shipment Notice will be converted to the customers data format and sent electronically to their financial or procurement system.



Creating New Documents and Viewing Sent Documents

| | Prime-vendor.com - Micros File Edit View Favorites ↓= Back • ⇒ - ③ ② ③ | aft Internet Esplorer Task Help ②Steach 급Forentes 경비진- 글 取 - 구 | LOX |
|---------------------------|--|---|------------|
| | Client Number 435626 | Acme Industrial Sales, Inc. 123 Main Street, Suite 347, Wilmington, NC 28407 | _ (*** un |
| | HOME Sales Administration Agency Contracts | imevendor.com Commerce Network | |
| | Federal Markets Account | Commerce Network | EXIT |
| Select Create Document | Management Commerce Network LOG OFF | Documents Received Documents Issued Create Document Add / Edit Trading Pathers | |
| | | | |
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Document Management Menu

To create a document to send to a Trading Partner select the link labeled *Create Document*.

The following screen will display a searchable listing of current Trading Partners.

| File Edit View Favor | rites Tools He]]] []] []] []] [] [] [] [] [] [] [] [] []] [] [] []] [] []] [] [] _] [] [] []] [] | p h ⊒Favorites 33 ⊠29 177 - © antandral | | | | àc. | Links 2 |
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| Client Number 435626 | endor .convenicype | Acme Industrial Sales, In 123 Main Street, Suite 347, Wilmington, NC 2 | 0. 8407 | | | r du | CHO |
| HOME Sales Administration Agency Contracts | _prime-v | endor.com Commerce Network | | | | | |
| Federal | | Create Manual Document For Trading Partner | | | (EX | п) | |
| Markets Account Management | Search Trading P Vendor Num | bor | | (| List All Vendors | | |
| Commerce | D | Vendor Name | Supplier | Customer | | | |
| Network | 439023 | AAA-Prime Vendor Test Vendor | × | | SELECT VENDO | •) | |
| LOG OFF | 439826 | AAA-Prime Vendor Test9 EDI Test | x | × | SELECT VENDO | | |
| | 423522 | AAA-WebTest | | | SELECT VENDO | ×) | |
| | 435626 | Acme Industrial Sales, Inc. | | × | SELECT VENDO | : | |
| | | Page 1 of 1 pages | | | | | |
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Create Document For Trading Partner Listing

Click the **Select Vendor** button to view a Trading Partner's data formats and document types.



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|---|---------------------------------|-------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------|-----|---------|--|--|
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| Address 🔕 http://prime- | vendor.com/emo/ | pages/vendors/ | | | | | ¢€0 | Links » | | |
| Client Number 435626 | | | Acme Indus 123 Main Street, Suite | trial Sales, I 347, Wilmington, NC | nc. 28407 | | | | | |
| HOME Sales Administration Agency | prime | vendor.com Comm | erce Network | | | | | | | |
| Contracts Federal Markets | AAA-Prime Ver Uses TEXT data | ndor Test9 EDI Test format | Create Manual Docume | nt For Trading Partne | r | Ð | 11) | | | |
| Account Management | PV COMMERCE NETWORK | | | | | | | | | |
| Commerce | Data Type | Document Type | Document | Format Type | Format Version | | | | | |
| Network | TEXT | INVOICE | PV INVOICE FLATFILE | | | CREATE DOCUMEN | п) | | | |
| LOG OFF | STANDARD | | | _ | | | | | | |
| | Data Type | Document Type | Document | Format Type | Format Version | | | | | |
| | TEXT | ORDER | PV ORDER FLATFILE | | | CREATE DOCUMEN | п) | | | |
| | STANDARD | | | | | | | | | |
| | Data Type | Document Type | Document | Format Type | Format Version | | | | | |
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| | | | Page 1 of | 1 pages | | | | | | |
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Formats Available for the Listed Trading Partner

Each Trading Partner will require a Format Type. The format type is the type of data language. For example the format type could be EDI, Text, Flat-File or Prime Vendor Standard. Within a Trading Partner's format type will be their document type. The Document type can be a Purchase Order, an Invoice or a Shipping Notice.

The Commerce Network can accommodate several format types and document types. When a Vendor is initially registered with the Commerce Network program they will have an opportunity to inform Prime Vendor which data types and document they intend to send or receive.

Create a Document by selecting the *Create Document* button that appears with each Document type.

Each Document type has a corresponding form for creating a new document and sending it to the selected vendor.



| | | | Purc | hase Order | | | | |
|--|-------------------------------|---------------------|--------|-----------------------|------------------------------|------------------------|-----------|------------|
| Vendor Name AAA-Prime Vendor Test9 EDI Test | Vend Add1 City AK.Zi | lor Address | | Account No. 439826 | | Vendor No. [C000013 | | |
| Buyer | Phon 800 | r e -746-9554 | | Fax 800-746-8307 | | Email burney@ | prime-ven | dor |
| Purchase Order Date | Purcl | hase No. | | Requisition No. | | Deliver By | / | |
| SUPPLIER | | | | SHIP TO | DESTINATION | i i | | |
| Account No. 423622 439826 | | | | AAA-Prim | l arne ne Vendor T | est9 EDI ' | | |
| Vendor Name AAA-WebTest | Address AA-WebTest | | | City City | | | | |
| Address 123 Shoebox Ln Suite 345 | | | | State / Zip | zip Zip | | | |
| City Wilmington | | | | | | | | |
| State / Zip AL 45545 | | | | | | | | |
| | | | | | | | | |
| Line No. Quantity | Unit Dr | odust No. | Purcha | se Order Items | | Unit Driso | Total | |
| 1 C | | | | | \$ | | TOCAL | (ADD LINE) |
| | | | | | | Т | otal | \$ |
| CANCEL | | | | | | | | REVIEN |
| urchase Order Fo | orm | | | | | | | |

The Purchase Order Form pre-populates purchase order data but does not include a purchase order number or a purchase order date. The Ship to Destination information can be edited as needed and the line items are entered manually one at a time. Select *Add Line* to add an item and create a blank line item form. When the form is complete select the *Review* button to view the completed form and check for errors. On the review page select the *Submit* button to send the form to the trading partner.

| | | | | | Purcl | nase Order | | | | | | |
|--------------------------|--|--|---------------------|---|-------------|--------------------------------------|-------|----------------------------|----------------------|---------------------------|---------|--|
| Vendor Nar AAA-WebTes | ne at | Vendor Address Account No. Bill Linet 423622 Bill Line2 Bill City NC.28403 | | Account No. Vendor N 423522 ACT0001 | | Account No. Vendo 423522 ACTO | | Vendor No. ACT00012 | | | | |
| Buyer Billing Nam | ie | Pt | 10-7 | e 762-BILL | | Fax Email 910-FAX-BILL bill@ | | | Email bill@prime- | ail I@prime-vendor.com | | |
| Purchase 0 3/1/2006 | order Date | Pi 2 | 1 rch 569 | n ase No. 187 | | Requisition No. Deliver By 3/15/2008 | | | | | | |
| | SUPPLIER | | 1 | | | SHIP | TO DE | STINATION | | | | |
| Account No 439826 | Account No. 439826 Account No. 423522 | | | Account No. 423522 | | | | Vendor Name AAA-WebTest | | | | |
| Vendor Nar AAA-Prime | me Vendor Tests |) EDI Test | | Address Ship 1 Ship 2 | | | | City Wilmingto | 'n | | | |
| Address Add1 | | | | | | | | State / Zip NC zip 28 | 3403 | | | |
| City City | | | 1 | | | | | | | | | |
| State / Zip AK Zip | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | _ | | Purchas | e Order Items | | | | | | |
| Line No. | Quantity | Unit | Pro | oduct No. | Product | 1.01 | | | | Unit Price | Total | |
| 1 | 01 | 01 | 32 | (1054 | Matrix Town | ei vispenser | | | | ⇒ 35.00 T=4-1 | \$35.00 | |
| | | | _ | | | | | | | Total | φ 30.00 | |

EDIT

(SUBMIT)

Review Form



Sent documents are archived for later view and printing. View issued documents by selecting the **Documents Issued** link from the Document Management main menu.

| lent Number 435626 | Acme Industrial Sales, Inc. 123 Man Street, Sude 347, Warnington, NC 28407 | _ |
|--|--|---|
| | | |
| HOME Sales ministration Agency Contracts | evendor.com Commerce Network | |
| Federal Markets Account | Commerce Network | |
| Network OG OFF | cuments Reconned icuments issued eale Document d / Edit Trading Partners | |
| | | |
| | | |
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| | HOME Sales Agency Faderal Markets Account Insgement CO OFF | HOME Salestando Agentrycto Roderate Monarce Network Commerce |

Document Manager Main Menu

The ten most recently issued documents are listed with a search form that allows the vendor to search for other documents that do not appear on this page.

| | | | | | | | Lus . | | |
|-------------------------|--|--|---|----------------------|--------|--------|-----------|--|--|
| ress 😢 http://prime- | vendor.com/emo/pages/vendors/ | | | | | - ee | o Links ' | | |
| Client Number 435626 | | 123 M | cme Industrial Sale Iain Street, Suite 347, Wilmingt | on, NC 28407 | | | | | |
| HOME | prime-vendor.com | | | | | | | | |
| Administration | Comme | erce Netwo | ork | | | | | | |
| Contracts | | | Search Sent Documents | | | EXT. | | | |
| Markets | Search Purchase Orders By: | Search Purchase Orders By: Search Documents For: | | | | | | | |
| Account | From Vendor 💌 | | SEARC | 9 | | | | | |
| Commerce | | | Sent Documents | | | | | | |
| Network | Sent To | Document No. | Subject | Process Date | Status | | _ | | |
| LOG OFF | 439026 AAA-Prine Vendor Test9 EDI Test | Nv8823 | Sent INVOICE # INV0823 | 2/27/2006 5:22:24 PM | Sent | VIEN | 2 | | |
| 200 011 | 439826 AAA-Prine Vendor Test9 EDI Test | 12356 | Sent Purchase Order # 12356 | 2/27/2006 5:17:54 PM | Sent | VIEN | 2 | | |
| | 439826 AAA-Prine Vendor Test9 EDI Test | 23234532 | Sent Purchase Order # 23234532 | 2/8/2006 4:25:22 PM | Sent | VIEW | 2 | | |
| | 439826 AAA-Prime Vendor Test9 EDI Test | 234534 | Sent Purchase Order # 234534 | 2/8/2006 4:05:48 PM | Sent (| VIEN | 2 | | |
| | 439826 AAA-Prine Vendor Test9 EDI Test | PO23456 | Sent Purchase Order # PO23456 | 2/8/2006 3:58:48 PM | Sent (| VIEN | 2 | | |
| | 439026 AAA-Prine Vendor Test9 EDI Test | 23452 | Sent INVOICE # 23452 | 2/8/2006 3:54:38 PM | Sent (| VIEN | 2 | | |
| | 423522 AAA-WebTest | PO000023 | Sent Purchase Order # PO000023 | 2/6/2006 4:38:05 PM | Sent | VIEN | | | |
| | 423522 AAA-WebTest | PO000112 | Sent Purchase Order # PC000112 | 2/6/2006 4:35:51 PM | Sent (| VIEH | | | |
| | 423522 AAA-WebTest | PO000112 | Sent Purchase Order # PO000112 | 2/6/2006 4:34:22 PM | Sent (| VIEN | | | |
| | 423522 AAA-WebTest | P0000275 | Sent Purchase Order # PO000275 | 2/6/2006 4:34:03 PM | Sent (| VIEN | | | |
| | | | Page 1 of 2 pages | | | (NEXT | | | |

Issued Documents

To view document select the yellow *View* button to display a printable form of the document details.



Using the Commerce Network

Part Four: Trading Partners

The Trading Partners section of the commerce network consists of the Supplier Management menu and the Customer Management menu. Combined the menus' offer all of the tools necessary to establish and maintain online trade relationships between two companies. Supplier Management will allow users to establish trade relationships plus add and list supplier products. Customer Management will allow users to establish trade relationships plus add and list supplier products. Customer Management will allow users to establish trade relationships plus create and edit product catalogues.



Trading Partners Menu

Select Supplier Management from the Trading Partners menu to begin.



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.

| prime | vendor. | com | | | | | | |
|------------------------|------------------------------------|---------------|------------------|---------------|----------|--------|-----------|--------|
| | | Commerce Net | twork | | | | | |
| | | | Add Vendor as Tr | ading Partner | | | | (EXIT |
| Enter Vendor I | Number and Sele | ct Add Vendor | | | | (A | dd Vendor | |
| | | | View Current Tra | ding Partners | | | | |
| Search By Vendor Nu | Search By Search For Vendor Number | | | H | | (Li | st All Ve | ndors |
| ID | Vendor Na | ame | Supplier | Customer | Approved | | | |
| 218966 | Anderson | Safety Inc. | × | | × | (VIEH) | (EDIT) | DELETE |
| | | | Page 1 of 1 | pages | | | | |

Add / Edit Trading Partners Interface

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

| Vendor Information | Vendor Conta | ct Information |
|-----------------------------------|-------------------------|-----------------|
| Vendor No: 218966 | Trading Partner Status | Customer Number |
| Vendor Name: Anderson Safety Inc. | Supplier 🗹 Customer 🗖 | |
| Address: | Contact Name | Branch ID |
| 1035 LaGrange Blvd. SW | David Anderson | |
| Atlanta,GA 30336 | Contact Address | |
| Phone: 1-404-349-1991 | 1035 LaGrange Blvd. SW | |
| Fax: 1-404-349-3133 | | |
| Tax ID: 582525833 | l Cibr | State (7in Code |
| Duns Number: 128173106 | | |
| Cage Code: 1PU12 | Atianta | GA zip 30336 |
| [Contact Information] | Phone Number | Fax Number |
| | - 1-404-349-1991 ext | 1-404-349-3133 |
| [Billing 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.



| ie Edit View Fa | vorites Tools Help | | #2 |
|---------------------|---|--|-------------|
| ⇔ → Back Forward | Stop Refresh Home Search Favoriles Histor | y Mail Pirk Realcom | |
| Client Numbe | te.prime-vendor.com/emo/pages/vendors/ | Reuthuize Compony | 💌 PGo Links |
| 1042659 | 1 | 1 Southwire Dr, Carroliton, GA 30119 | |
| HOME | Vander Information | Vender Partial Information | |
| 0.1 | Vendor Information | Trading Partner Status: | |
| Administration | Vendor Name: Anderson Safety Inc. | | |
| Agency Contracts | Address: 1006 LaGrange Blvd. SW | Contact Harries David Anterion Customer Number: (TPACCOUNTNO) Branch ID: | 1 |
| Federal | /elanta.GA-30336 | Contact Address | |
| Account | Phone: 1-404-340-1001 | 1035 LaGrange (Invd. SW | |
| Management | Fax: 1-404-340-3133 | Atlanta_GA 00008 | |
| Commerce | Tex ID: 582525833 Duns Number: 120123105 | Phone: 1-404-049-1991 | |
| Network | Cage Code: 1PU12 | Par, Personala | |
| LOG OFF | | Email: davida@andersonsafetyino.com | |
| | Vendor Billing Information | Vendor Belivery Information | |
| | Billing Contact Name: | Delivery Contact Name: | |
| | branch iD: | branch its: | |
| | Contact Address | Contact Address | |
| | | | |
| | Phone | Phone | |
| | Fax | Fax: | |
| | Email: | Email: | |
| | | Belivery Comments: | |
| | | | |
| | EXIT | | |
| | | | |
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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 Commerce Network system.

| ID | Vendor Name | Supplier | Customer | Approved | |
|--------|-----------------------------|----------|----------|----------|------------------|
| 423522 | Anderson Safety | × | | | 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. The message contains a link that grants access the to Trading Partner Invitation Approval screen. This screen is where the invited vendor can accept or reject the Trading Partner Invitation.

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|--|---|--|---|---------------------|----------|----------|----------|----------------|
| Address 2 http://testsite. Client Number 1042659 | prime-vendor.com/emo/page | n/vendon/ South 1 Southwi | nwire Company re Dr, Carroliton, GA 3011 | 9 | | <u> </u> | Links ** | |
| HOME Sales Administration | prime-vend | or.com Materials Management | | | | | | |
| Federal | | Approve | Trading Partners | | | EXIT | | |
| Markets | ID | Name | Supplier | Customer | Approve | Reject | | |
| Management | 439826 | AAA-Prime Vendor Test9 EDI Test | | × | APPROVE | REJECT | | Select Approve |
| Commerce Network | 423522 | AAA WebTest | × | | APPROVE | | | or Reject. |
| LOG OFF | | | | | | | | |
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| Trading Part | ner Approva | l screen | | | | | | |

Select Approve or Reject to respond to the invitation. Approval will automatically establish a

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



Supplier Products

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.

| ⊨ | vontes <u>Loois H</u> elp | Gine Search Favorites History Mail | ∰ Ø Print Real.com | | 1 on 111 |
|---------------------------------|-----------------------------|--|--|-----------|----------------------------|
| Client Numbe 1042659 | rte, prime-vendor, com/emo/ | peges/vendors/ South 1 Southwi | nwire Company re Dr, Carroliton, GA 30119 | | j (e ^r lio ⊔nks |
| HOME Sales Administration | prime-ver | dor.com Commerce Network | | | |
| Contracts | | Supp | lier Products | (| EKIT |
| Federal Markets | Cat. No. | Product Name | Unit | Edit De | lete |
| | C11379 | HP Procurve Switch 4108gl Chassis | | | ETE |
| Management | C52217 | Compaq ProLiant ML750 rack-mount serer | | EDIT (DEL | ETE) |
| Commerce | C77451 | HP LaserJet 8150 | | | ETTE) |
| Network | C83372 | Sun Fire 280R rack-mount server | | | |
| | srv-00001-123 | Cisco Catalyst 2950C 24-port Switch | | | |
| | | | | | |
| | | | | | |

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

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| Back Forward Address Ditp://testsite | Stop Refresh Home Search Favorites Histop Mail Phint Real.com prime-vendor.com/emo/pages/vendors/ | | Links » |
| Client Number 1042659 | Southwire Company 1 Southwire Dr, Carrollton, GA 30119 | | |
| HOME Sales Administration Agency | prine-vendor.com Materials Management | | |
| Contracts Federal | List Supplier Products | (DAT) | |
| Markets Account | Number Of Entry Lines Per Page AAA-Prine Vendor Test Vendor AAA-Prine Vendor Test Vendor | | |
| Management Commerce | AAA-WebTest Acme Industriel Selet, Inc. | | |
| LOG OFF | (NEXT) | | |
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Add New Supplier Products Page



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

| | List Supplier Products | | EXI |
|----------------------------------|--|----------------|-----|
| Supplier | Acme Industrial Sales, Inc. | | |
| Number Of Enti | ry Lines Per Page | | |
| | | | |
| | | | |
| , | | | |
| NEXT) | | | |
| lumber of l | Products | | |
| | | | |
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| ⇔⇒ | | | |
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| Client Numbe | r Southwire Company | | |
| 1042659 | 1 Southwire Dr, Carrollton, GA 30119 | | |
| | | | |
| HOME | List Supplier Products | (EXIT) | |
| Administration | Supplier Acree Industrial Sales, Inc. Supplier ID 435626 | | |
| Contracts | Product Name Vour Number Mfn Number | | |
| Federal Markets | NSN # Brand Name | | |
| Account Management | Unit | | |
| Commerce Network | Unit Packing | | |
| LOG OFF | E Description | | |
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| Done | | 🔹 Internet 👘 | |

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. Repeat as necessary to enter all supplier products



Customer Management

Customer Management provides tools to add customers as trading partners, manage customer profiles, develop online catalogues and manage customer access to the catalogues.

Customer Management allows vendors to add or edit trading partners by selecting the first option *Add / Edit Trading Partners*. This function works in the exact same way as it does from the Supplier Management Menu. Refer to the Supplier Management section of this tutorial for more information on adding and editing trading partners.



Customer Management



Online Product Catalogue

Create Edit Customer Catalogue is where a vendor can create catalogues for their customer trading partners to purchase items from. The catalogues are created from the vendor's Prime Vendor General Catalogue. Similar to a Contracts Catalogue that is established between a vendor and an agency, the Customer Catalogue of the Commerce Network allows vendors to create custom prices for specific products. This provides control of the products and prices each customer trade partner is allowed to access.

Select *Create / Edit Customer Catalogue*. The next screen will display the options available to create and edit catalogues and provide catalogue access to customer trading partners.

| Prime-vendor.com - M File Edit View Favo | Incorol Internet Explorer ains Tools Heip | | _ O X |
|--|--|----------|---------------------|
| ⇔ ⇒ . Back Forward | C E A C E C E C E C E C E C E C E C E C | | |
| Agdress 🛃 http://testsite. | prime-vendor.com/emo/pages/vendors/ | • Pio | Links ³⁰ |
| Client Number 218966 | Anderson Safety Inc. 1036 LeGrange Blvd. SW, Atlanta, GA 30336 | | |
| HOME Sales Administration Agency Contracts | prime vendor.com Commerce Network | | |
| Federal Markets | Customer Catalogue | EXIT | |
| Contracts Foderat Markets Customer Catalogue Connarce Add Customer Catalogue Add Customers To A Catalogue Add Customer Catalogue View V Edd Customer Catalogue View V Edd Customer Catalogue | | | |
| | Copyright 1996-2003 Prime-Vendor.com, reproduction in whole or in part in any form or | | |
| a | medium without covress written cermission is strictly prohibited and a violation of law. | Internet | 10 |

Customer Catalogue Menu

Create New Customer Catalogue will create a new catalogue and provide a form to add products to the catalogue. The products must first be included in the general catalogue before they can be added to a commerce network catalogue. Select the **Create New Customer Catalogue** button. On the next screen enter the Catalogue Name and select the **Add Items** button.

| prime-vend | Or.com Commerce Network | | |
|----------------|----------------------------|----------------|------|
| Catalogue Name | Create Cust | omer Catalogue | EXIT |
| (ADD ITEMS) | | | |

Enter a name for the catalogue and select Add Items



Add items to catalogue form

| Adding Items To Catalogue: Product Catalogue 001 | | | | | |
|--|---|--|--|--|--|
| To add items to your Catalogue from your Vendor Catalogue, choose from your product listing in the drop down menu OR enter your catalogue product number. When you have made your selection, press 'ADD PRODUCT' . | | | | | |
| Product Name | Enter Product Number | | | | |
| Product # | BRA 2020 REFER TO SYS 2020 BRA 2040 REFER TO SYS 2040 BRA 2040 REFER TO SYS 2040 BRA 2080 REFER TO SYS 2080 BRA 210 BING CHERRY METERED 12/CS 30 DAY REFILL BRA 230 GOLDEN CITRUS METERED 12/CS 30 DAY REFILL BRA 250 SPRING BLOSSOM METERED 12/CS 30 DAY REFILL BRU 120 HANDLE BRACE SMALL BRU 122 THREADED HANDLE60X15/16 BRU 125 TAPEPED HANDLE60X15/16 | | | | |
| BRU 137 THREADED HANDLE60X1-1/8 BRU 20124 PUSH BROOM PALMYRA 24 | | | | | |

Select a product then select the Submit Product button

| | Adding Produc | t To Catalogue: Produc | t Catalogue 001 |
|------------------|---|----------------------------|---|
| Product Name | MOTRIN IB 50PKS/BX | | SAVE |
| Catalogue Number | ACE 13367 | | EXIT |
| Brand Name | ACME UNITED CORPORATION | Mfg. Number | |
| Description | Packaged for individual use and to repl 50 packs per box. | enish first aid stations a | nd kits, sold separately • Handy dispenser boxes 2 tablets per pack. |
| NIGP Code | - | UNSPC Code | |
| UNIT Of Measure | BX | | |
| Unit Packaging | | UNIT Price | \$ 50.6866 This item is already in the public catalogue. Do not change current price of 50.6866 |

Select Save to confirm the product

The next step is to add items to the catalogue. After entering a name for the catalogue a form will appear that allows users to add items to the new catalogue. Use the drop-down selection menu to find items by name. Then select **Submit Product** button to add the item. The system will show the product details allowing users to confirm the product and change the price if necessary. Select the **Save** button to confirm and add the products. Repeat this process for all products that need to be added to the catalogue



Add Customers to a Catalogue grants access to catalogues by assigning customers to specific catalogues. In this manner a supplier can control which product sets a customer can view and purchase from. From the Customer Catalogue menu select Add Customers to a Catalogue.

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| Client Number 218966 | Anderson Safety Inc. 1036 LeGrenge Blvd. SW, Atlenta, GA 30336 | | | | | |
| HOME Sales Administration Agency Contracts | prime vendor.com Commerce Network | | | | | |
| Federal Markets | Customer Catalogue | DUT) | | | | |
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Customer Catalogue Menu

On the following page select a catalogue by name from the drop down list provided. Select the blue button to the left to continue

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| Markets | Add Customer To Catalogue |
| Account Management Commerce Network LOG OFF | Add Customer To Catalogue Test Catalogue 6-21-2005 Fen Catalogue 6-21-2005 Herr Testadogue 7001 Est Extension autrin 1 autrin 2 diplingh greetet corine catalogue ever period Test Catalogue test again |
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Select a catalogue to add customers to.



A Drop-Down Selection menu will contain a list of all current trading partners. Select a trading partner and click the **Save** button to add the trading partner to the catalogue

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| HOME Sales Administration Agency | rinevendor.com Materials Management | | | | | |
| Contracts Federal | Product Catalogue 001 | (EXIT) | | | | |
| Account Management | No vendors have been added to this cetalog | | | | | |
| Network | AAA-Prime Vendor Test Vendor Control AAA-Prime Vendor Test Vendor | | | | | |
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| | Product Catalogue 001 | | | |
|-------|--------------------------------------|--------|--|--|
| ID | Name | | | |
| 43562 | ô Acme Industrial Sales, Inc. | OELETE | | |
| | AAA-Prime Vendor Test Vendor 💌 (RDD) | | | |

The Trading Partner has been added

A trading partner has been added to the catalogue.

Catalogues can be created with products and prices for only one Trading Partner effectively offering single customers a custom catalogue. A Catalogue can be created to offer a selection of products to a group of customers who purchase similar items. One General Catalogue of all products can be created for all trading partners. There are multiple variations of ways to apply the catalogue to serve your customers best interests and supply requirements.



Using the Commerce Network

Part Five: Financial Management

The Financial Management section is the home of *Accounts Payable* and *Accounts Receivable*. Here trading partners can send, receive and process invoices.

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Commerce Network

From the Commerce Network menu select *Financial Management*.

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Financial Management

To create and send invoices to a client select accounts receivable from the Financial Management menu.





Accounts Receivable

The Accounts Receivable menu offers multiple invoicing options. The first option is to create a customer invoice from a completed purchase order. Create Manual Invoice will allow a supplier to generate an invoice for a customer without a prior purchase order in the system. (*Create Credit Note. Create Return Authorization.*) Create Customer EDI Invoice will allow the supplier to generate and send an invoice to clients who utilize EDI to send and receive electronic documents. (*Create Monthly Statements.*) Finally, a supplier can create detailed invoice reports with the Reports function.



Create an invoice from a purchase order by selecting **Create Customer Invoice** from the Accounts Receivable menu. This option will display a listing of purchase orders ready for invoicing.

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| LOG OFF | | | | Ship | ped Orders | | | | | |
| | Customer | Contract No. | Purchase No. | Date Shipped | Order Status | Invoice | | | | |
| | AAA-WebTest | CAT0004 | P0000898-B0 | 11/17/2005 | Order Shipped | | Create Invoice | | VIEH) | |
| | AAA-WebTest | | P0000123 | 8/13/2005 | Order Shipped | | Create Invoice | | VIEN) | |
| | AAA-WebTest | | P0000123-B0 | 9/13/2005 | Order Shipped | | Create Invoice) | | VIEN) | |
| | AAA-WebTest | | P0000123-B0 | 9/13/2005 | Order Shipped | | Create Invoice | | VIEM) | |
| | AAA-WebTest | CAT0004 | VY00087 | 9/13/2005 | Order Shipped | | Create Invoice) | | VIER | |
| | Aone Industrial Sales, Inc. | CAT0004 | 456789 | 1/1/2001 | Shipment Received | | Create Invoice) | | VIEN) | |
| | Aone Industrial Sales, Inc. | CAT0004 | 456789 | 1/1/2001 | Shipment Received | | Create Invoice) | | VIEN | |
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Shipped Orders Listing Shows Completed Purchase Orders Ready for Invoicing

Select the invoice link for a completed purchase order.



| 9 | | | INVO | ICE | | | |
|-----------------------------------|-------------------------------|---|---|--|---------------------------|-----------------------------------|-------------------|
| Vendor Name AAA-WebTest | V 1: ຮ ທ A | endor Ad 23 Shoebo uite 345 /ilmington, L 45545 | dress < Ln | Account No. 423522 | 1 | /endor No. | |
| Buyer NO USER | P | hone 252413233 | 5 | Fax 1.910.794.9852 | | i mail burnev@prime-ven | dor.com |
| Issue Date | Р | urchase N | 0. | Requisition No. | . I |)eliver By | |
| 8/26/2005 | | P0000123 | | | | | |
| Invoice Date | | | | Invoice No. | | | |
| 9/6/2005 | | | | | | | |
| SUP | PLIER | | | SHIP 1 | O DESTINATION | | |
| Account No. | Assount No. | | | 1 | Vendor Name | | |
| 439826 | | | 423522 | | AAA-WebTest | | |
| Vendor Name | | | Address | | City | | |
| AAA-Prime Vendor T | 'est9 EDI Test | | 123 Shoebox Ln Suite 345 | | Wilmington | | |
| Address | | Suite SHO | | | State / Zip AL / 46546 | | |
| City Comments | | | | | | | |
| | | | ITEMS IN | VOICED | | | |
| Line Quantity Qu Ordered Inv | lantity Bac voiced Ordere | k d Unit | Product | | | Unit Price | Extended Price |
| 1 10 | 5 | 5 EA | MATRIX PAPER TOWE | EL DISPENSER | | \$ 33.71 | \$ 168.55 |
| 2 10 | 5 | 5 EA | MATRIX TOILET TISS | UE DISP - MULTI R | | \$ 34.58 | \$ 172.9 |
| | | | | | | Sub Lotal | \$ 341.45 |
| - | | | | | | Snipping | \$ 0.00 |
| C FOB Destination | n CFOB | Origin | | | | Total | φ 341.40 |
| C Terms | C Dise | count | | | | | |
| Net 30 Days | | % | Days, Net | Days | | | |
| | | | SHIPMENT IN | FORMATION | | | |
| | Complete the fre | eight carrier Il automatic | information and press th ally be issued to the buy | e "Order Shipped" er and receiving de | button. partment. | | |
| Shipment No. | SH0000789 | | | Tracking No |). | | |
| Freight Carrier | | | | ET | A | | |
| Phone | | | | Ship Dat | e 9/2/2005 | | |
| Order Fulfillment | | | | | | | |
| Create Invoice |) | | P | RINT PAGE) | | | EXIT |

Invoice Form

The invoice form will display invoice details including supplier information, customer information, shipping information, purchase order information, and listing of the items purchased and their overall total. The invoice form also includes blank fields for an invoice number, and invoice date. The supplier will also need to select whether the Freight On Board is FOB Destination or FOB Origin. The supplier can also apply terms and a discount based overall delivery time.

After completing the invoice form select *Create Invoice* from the bottom-left of the screen.



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| Client Number 439826 | | | AAA-Prime | Addi, City, AK Zip | t9 EDI Tes | t | | |
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| | Customer | Contract No. | Invoice No. | Invoice Date | Invoice Status | Type | | |
| | AAA-WebTest | | 1015 | 3/2/2006 | Sent | INVOICE | VIEN | |
| | AAA-WebTest | CAT0004 | 1014 | 1/8/2006 | Sent | INVOICE | VIEN | |
| | AAA-WebTest | | 1013 | 11/29/2005 | Incomplete | INVOICE | VIEN | |
| | AAA-WebTest | | 69874 | 11/29/2005 | Sent | CREDIT | VIEN | |
| | AAA-WebTest | | 1004 | 9/21/2005 | Sent | INVOICE | VIEN | |
| | AAA-WebTest | | 1005 | 8/21/2005 | Incomplete | INVOICE | VIEN | |
| | AAA-WebTest | | 1006 | 9/21/2005 | Incomplete | INVOICE | VIEN | |
| | AAA-WebTest | | 1007 | 9/21/2005 | Incomplete | INVOICE | VIEN | |
| | AAA-WebTest | | 1008 | 9/21/2005 | Incomplete | INVOICE | VIEN | |
| | AAA-WebTest | | 1009 | 8/21/2005 | Sent | INVOICE | VIEN | |
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Completed Invoice Listing

After selecting **Create Invoice** the system will create and send an invoice to the client. The invoice listing will return displaying completed invoices. Select the view button to review or print the completed Invoice.

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Accounts Receivable Menu

To create a manual invoice, return to the accounts receivable menu. Select **Create Manual** *Invoice* to continue.



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| HOME Sales Administration | prime | vendo | r.com Comr | nerce | Netw | vork | | | | | | | | |
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| | 435626 | Acme Indus | trial Sales, I | inc. | | | | | × | | × | Create Inv | oice) | j . |
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Manual Invoice

Creating a manual invoice first requires the supplier to select a client to send the invoice to. From the list of current clients provided select the *Create Invoice* button.

| | | Inve | pice | | | |
|--|---|---|---|--|--------------------------------|---------|
| Vendor Name AAA Prime Vendor Test4 | Vendor 4701 Wrig Suite #21 Wilmingto NC, 2840 | r Address ghtsville Ave 1, Bldg #3 on 13 | Account No. 439821 | | Vendor No. | |
| Buyer | Phone 800-740 | 3-9554 | Fax 800-746-8307 | E | mail joebob@prime-vendor.co | nc |
| Purchase Order Date | Purcha | se No. | Requisition No. Deliver By | | | |
| Invoice Date 9/6/2005 | | | Invoice No. | | | |
| SUPPLIER | | | SHIP TO | DESTINATION | | |
| Account No. 439826 | | Account No. 439821 | | endor Name AAA Prime Vendor Te | st4 | |
| Vendor Name AAA-Prime Vendor Test9 EDI Test | | Address 4701 Wrightsville Ave Suite #211, Bldg #3 | | ity Wilmington | | |
| Address | | | State / Zip NC zip 28403 | | | |
| State / Zip AK | | | | | | |
| | | Invoice | tems | | | |
| Line No. Quantity | Unit | Product | | Unit Pric | e Total | |
| | | | | \$ | | (SAVE) |
| | | | | Tot | tal \$ 0.00 | |
| Complete the Confirmation | freight carrie vill automati | er information and press the "Oro cally be issued to the buyer and | der Shipped" button. receiving department. | | | |
| Shipment No. | | | Tracking No. | | | |
| Freight Carrier | | | ETA | | | |
| Phone | | | Ship Date | | | |
| Order Fulfillment | | | A | | | |
| CANCEL | | | | | Create | Invoice |

Blank Invoice Form



| | | | nvoice | | | |
|--|-------------|--|-------------|--------------------------|--------------------------|--|
| endor Name Vendor Addr 4A-Prime Vendor Test4 4701 Wrightsville Suite #211, Bild Willmington NC, 28403 Phone Phone | | dress Account No ille Ave dg #3 439821 | | D. | Vendor No. | |
| | 800-746-955 | 800-746-9554 | | 17 | joebob @prime-vendor.com | |
| Purchase Order Date | Purchase I | Purchase No. | | n No. | Deliver By | |
| Invoice Date | | | Invoice No. | | | |
| 9/6/2005 | | | | | | |
| SUPPLIER Account No. 439826 | | Account No. 439821 | S | HIP TO DESTINATION | N or Test4 | |
| Vendor Name AAA-Prime Vendor Test9 EDI Tes | t | Address 4701 Wrightsville Av | e | City Wilmington | | |
| Address | | Joine #211, blog #3 | | State / Zip NC zip 28 | 403 | |
| City | | | | | | |
| State / Zip AK | | | | | | |

Invoice Details

The top half of the blank invoice form provides fields to complete invoice details such as vendor number, buyer name, order date, purchase order number, requisition number, deliver by date, and invoice number. The system pre-populates the client's contact information, invoice date and shipping information. This information can be edited if necessary.

| | | | | Invoice | e Items | | | |
|----------------|-------|-----------------------|---------------------------------------|---|---|------------|---------|----------|
| Line No. | G | uantity | Unit | Product | | Unit Price | Total | |
| 1 | | | | | | \$ | | (SAVE) |
| | | | | | | Total | \$ 0.00 | |
| | | Complete Confirmat | the freight carr ion will autornat | ier information and press the "Oro ically be issued to the buyer and | der Shipped" button. receiving department. | | | |
| Shipmen | t No. | | | | Tracking No. | | | |
| Freight Ca | rrier | | | | ETA | | | |
| PI | hone | | | | Ship Date | | | |
| Order Fulfilli | nent | | | | × | | | |
| (CANCEL) | | | | | | | Create | Invoice) |

Invoice Items and Shipping Information

The bottom half for the manual invoice allows the supplier to enter the items or products purchased. Complete the quantity, unit, product and unit price fields. Then select **Save** to add the item to the invoice. Added items can be deleted if necessary. Enter and save as many products as needed. Lastly complete the shipping information and order fulfillment comments. Select **Create Invoice** to generate and send the invoice to the client.



Using the Commerce Network

Part Six: Materials Management

The Materials Management section provides tools to control, track, and maintain items received from suppliers. This includes a receiving tool that allows buyers to enter items that have been received from a purchase order. Materials Management can track inventory by allowing the buyer to create warehouse positions in the system that correspond with the physical warehouse or storeroom. These warehouse positions can be populated with currently existing inventory as well as new inventory received from purchase orders. Materials Management can also ship customer orders and there-by removing the shipped items from the inventory. Additionally the user can provide remote access to inventory to other branches or users from their company.

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| Client Number 439826 | AAA-Prime Vendor Test9 EDI Test Addr, Cay, AK Zip | | |
| HOME Sales Administration Agency Contracts | prime vendor.com Commerce Network | | |
| Federal Markets | Materials Management | (EXIT | 1 |
| Account Management Commerce Network | Receiving Shipments List / Update Inventory List / Update Inventory Transfer New Inventory Transfer New Inventory Text Tricket Center Inventory Pick Tricket Ship Cruster (mentory Reports Inventory Reports | | |
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Materials Management Menu

To receive a shipment, select the blue button labeled *Receive Shipments*.

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|---|---------------------|---------------------|-------------------------------|--------------|------|--|--|
| (RECEIVING REPORTS) | | Search Recieved | Shipments | | EXIT | | |
| Search Recieved Shipment By: Ordering Vendor | | Search Recieved Shi | Search Recieved Shipment For: | | | | |
| | | Recieved Shi | ipments | | | | |
| Customer | Contract No. | Purchase No. | Date Shipped | Order Status | | | |
| Acme Industrial Sales, Inc. | CAT0004 | 456789 | 1/1/2001 | New Shipment | VIEN | | |
| Acme Industrial Sales, Inc. | CAT0004 | 456789 | 1/1/2001 | New Shipment | VIEN | | |

Received Shipments Listing

Select the *View* button to access newly received shipments



| | | | | | PURCH | IASE ORDER | | | |
|--|--|--|----------------------|---|---|---|--|--|--|
| Vendor | Name | | Vendor A | ddress | | Account No. | | Vendor No. | |
| Acme Industrial Sales, Inc. 123 Main Str | | | treet | ≥t 435626 | | | | | |
| | | | Wilmington | | | | | | |
| Bincer | | | NC 28407 | | | Fav | | Fmail | |
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| ITEMS SHIPPED | | | | | | | | | |
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| Line | Quantity Ordered | Quantity Shipped | Quantity Received | Unit | Product No. | Product | | Unit Price | Extended Price |
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| Line 1 | Quantity Ordered 2 | Quantity Shipped 2 | Quantity Received | Unit EA | Product No. BOB 5090 | Product MATRIX ANTIE SOAP DSPNR | ACTERIAL | Unit Price \$ 40.18 | Extended Price \$ 80.36 |
| Line 1 2 | Quantity Ordered 2 | Quantity Shipped 2 | Quantity Received | Unit EA EA | Product No. BOB 5090 BOB 5262 | Product MATRIX ANTIE SOAP DSPNR MATRIX PAPE DISPENSER | ACTERIAL R TOWEL | Unit Price \$ 40.18 \$ 33.71 | Extended Price \$ 80.36 \$ 67.42 |
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| Line 1 2 3 | Quantity Ordered 2 2 2 | Quantity Shipped 2 2 2 2 | Quantity Received | Unit EA EA EA | Product No. BOB 5090 BOB 5262 BOB 5288 | Product MATRIX ANTIE SOAP DSPNR MATRIX PAPE DISPENSER MATRIX TOILE MULTI R | ACTERIAL R TOWEL T TISSUE DIS | Unit Price \$ 40.18 \$ 33.71 P - \$ 34.58 | Extended Price \$ 80.36 \$ 67.42 \$ 69.16 |
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| Line 1 2 3 | Quantity Ordered 2 2 2 | Quantity Shipped 2 2 2 2 | Quantity Received | Unit EA EA | Product No. BOB 5090 BOB 5252 BOB 5288 | Product MATRIX ANTIE SOAP DSPNR MATRIX PAPE DISPENSER MATRIX TOILE MULTI R | ACTERIAL R TOWEL | Unit Price \$ 40.18 \$ 33.71 P- \$ 34.68 Sub Total Shipping Total | Extended Price \$ 80.38 \$ 67.42 \$ 60.48 \$ 216.94 \$ 0.00 \$ 216.94 |
| Line 1 2 3 | Quantity Ordered 2 2 2 2 | Quantity Shipped 2 2 2 2 | Quantity Received | Unit EA EA EA | Product No. BOB 5090 BOB 5262 BOB 5262 BOB 5268 | MATRIX ANTIE SGAP DSPNR MATRIX PAPE DISPENSER MATRIX TOILE MULTI R | ACTERIAL R TOWEL T TISSUE DIS | Unit Price \$ 40.18 \$ 33.71 P- \$ 34.68 Sub Total Shipping Total | Extended Price \$ 80.38 67.42 \$ 60.46 \$ 218.94 \$ 0.00 \$ 216.94 |
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Shipping Form

The received shipment form displays much of the same information as a purchase order. The form shows the purchase order information, supplying vendor's contact information and the ship to destination information. The form also includes a listing of the items shipped. This listing can be checked against the actual shipment for accuracy. To confirm the shipment, enter the quantity of the items received into the form labeled "Quantity Received".

| | ITEMS SHIPPED | | | | | | | |
|------|---------------------|---------------------|----------------------|------|-------------|--|------------|-------------------|
| Line | Quantity Ordered | Quantity Shipped | Quantity Received | Unit | Product No. | Product | Unit Price | Extended Price |
| 1 | 2 | 2 | 0 | EA | BOB 5090 | MATRIX ANTIBACTERIAL SOAP DSPNR | \$ 40.18 | \$ 80.36 |
| 2 | 2 | 2 | 0 | EA | BOB 5262 | MATRIX PAPER TOWEL DISPENSER | \$ 33.71 | \$ 67.42 |
| 3 | 2 | 2 | 0 | EA | BOB 5288 | MATRIX TOILET TISSUE DISP - MULTI R | \$ 34.58 | \$ 69.16 |
| | Sub Total | | | | | | \$ 216.94 | |
| | Shipping | | | | | \$ 0.00 | | |
| | | | | | | | Total | \$ 216.94 |

Items Included in the Shipment



| | ITEMS SHIPPED | | | | | | | | |
|------|---------------------|---------------------|----------------------|------|-------------|--|------------|-------------------|--|
| Line | Quantity Ordered | Quantity Shipped | Quantity Received | Unit | Product No. | Product | Unit Price | Extended Price | |
| 1 | 2 | 2 | 2 | EA | BOB 5090 | MATRIX ANTIBACTERIAL SOAP DSPNR | \$ 40.18 | \$ 80.36 | |
| 2 | 2 | 2 | 2 | EA | BOB 5262 | MATRIX PAPER TOWEL DISPENSER | \$ 33.71 | \$ 67.42 | |
| з | 2 | 2 | 2 | EA | BOB 5288 | MATRIX TOILET TISSUE DISP - MULTI R | \$ 34.58 | \$ 69.16 | |
| | Sub Total | | | | | | \$ 216.94 | | |
| | Shipping | | | | | | \$ 0.00 | | |
| | Total | | | | | | \$ 216.94 | | |

| | SHIPMENT II | FORMATION | | | | |
|-------------------|--|---------------|-----------|--|--|--|
| | omplete the freight carrier information and press the "Order Shipped" button. onfirmation will automatically be issued to the buyer and receiving department. | | | | | |
| Shipment No. | 123456 | Tracking No. | | | | |
| Freight Carrier | | ETA | | | | |
| Phone | | Ship Date | 1/1/2001 | | | |
| Order Fulfillment | | | | | | |
| Accepted By | John Smith | Received Date | 1-15-2001 | | | |
| Comments | | A | | | | |
| ACCEPT RECEIVI | NG (TRANSFER TO INVENTORY) | PRI | INT PAGE) | | | |

Shipping Information Form

Below the items shipped listing complete the shipping information form. Enter the name of the person accepting the shipment, the date the shipment was received, and any comments that may be required.

Select *Transfer to Inventory* if the items require further processing and warehouse placement. Otherwise select *Accept Receiving* to finish.

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| Address Date: Unsine ve | C. H. Chennes (2. 17. 2. 12. 2. 12. 2. 13. 13. 15. 15. 15. 15. 15. 15. 15. 15. 15. 15 | ▼ @Go Links |
| Client Number 439826 | AAA-Prime Vendor Test9 EDI Test Addr, Cay, AK Zp | |
| HOME Sales Administration Agency Contracts | prime-vendor.com Commerce Network | |
| Federal Markets | Materials Management | EXIT |
| Account Management Commerce Network LOG OFF | Receiving Shipments List / Updatk WaterRoupe Postions List / Updatk Inventory Transfer New Inventory Transfer New Inventory Retur Inventory Pick Tlockeb Ship Outsmore Roferes Inventory Reports | |
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Materials Management Main Menu

Items that are transferred to inventory are waiting for further processing. Return to the Materials Management Main Menu and select *Transfer New Inventory*.



| Number 1826 | | AA | A-Prime Ver | ndor Test9 EDI Test | |
|----------------|--------------------------|------------------------|-------------------|------------------------|--|
| | | | 74047 | , org, AN 240 | |
| 1E | | Quarantine Inventory M | anagement | (EXIT) | |
| | Product Name \ Product # | Quantity Received | Transfer Quantity | Quantity Remaining | |
| | HP LaserJet 0150 | 1 | 0 | 1 | |
| | C77451 | Rotation Date | Expiration Date | Rack Location | |
| | Lot # | | | Rack A Level 1 CHIER | |
| | Product Name \ Product # | Quantity Received | Transfer Quantity | Quantity Remaining | |
| | Product 9 | 1 | 0 | 1 | |
| | 10000123 | Rotation Date | Expiration Date | Rack Location | |
| | Lot # | | | Back A Level 1 Chick | |
| | Product Name \ Product # | Quantity Received | Transfer Quantity | Quantity Remaining | |
| | Test 3 | 1 | 0 | 1 | |
| | HJ0003 | Rotation Date | Expiration Date | Rack Location | |
| | Lot # | | | Rack A Level 1 - ENTER | |
| | Product Name \ Product # | Quantity Received | Transfer Quantity | Quantity Remaining | |
| | Test 4 | 1 | 0 | 1 | |
| | ED00067 | Rotation Date | Expiration Date | Rack Location | |
| | Lat # | | | Back A Level 1 CHILE | |
| | Product Name \ Product # | Quantity Received | Transfer Quantity | Quantity Remaining | |
| | TEST ITEM | 1 | 0 | 1 | |
| | 123456ZXC | Rotation Date | Expiration Date | Rack Location | |
| | Lot# | | | Rack A Level 1 ENTER) | |
| | Lot # | | | Rack A Level 1 | |

Transfer New Inventory Form

Inventory received from suppliers is placed in this Quarantine listing. Enter the number of items that are going to be transferred into the inventory. Then assign the item to a warehouse or store room location. Click the *Enter* button to transfer the item to the inventory and remove it from the quarantine listing

| | Quarantine Inventory Ma | anagement | EXIT |
|--------------------------|-------------------------|-------------------|--------------------------|
| Product Name \ Product # | Quantity Received | Transfer Quantity | Quantity Remaining |
| HP LaserJet 8150 | 1 | 0 | 1 |
| C77451 | Rotation Date | Expiration Date | Rack Location |
| Lot # | | | Rack A Level 1 💌 (ENTER) |
| Product Name \ Product # | Quantity Received | Transfer Quantity | Quantity Remaining |
| Product 9 | 1 | 0 | 1 |
| 10000123 | Rotation Date | Expiration Date | Rack Location |
| Lot # | | | Rack A Level 1 - (ENTER) |
| Product Name \ Product # | Quantity Received | Transfer Quantity | Quantity Remaining |
| Test 3 | 1 | 0 | 1 |
| HJ0003 | Rotation Date | Expiration Date | Rack Location |
| Lot # | | | Rack A Level 1 💌 (ENTER) |
| Product Name \ Product # | Quantity Received | Transfer Quantity | Quantity Remaining |
| Test 4 | 1 | 0 | 1 |
| ED00067 | Rotation Date | Expiration Date | Rack Location |
| Lot # | | | Rack A Level 1 - (ENTER) |
| Product Name \ Product # | Quantity Received | Transfer Quantity | Quantity Remaining |
| TEST ITEM | 1 | 0 | 1 |
| 123456ZXC | Rotation Date | Expiration Date | Rack Location |
| Lot # | | | Rack A Level 1 - ENTER |
| | Page 1 of 2 page | es | (NEXT |

Items in Quarantine before Being Assigned to the Inventory



List Update Warehouse Positions

The vendor can create and update a virtual warehouse within the Commerce Network program. This virtual warehouse can be set up to correspond to a physical warehouse or storage facility. By creating a warehouse in the commerce network the user will have the ability to improve inventory record keeping, find inventory items quickly, and generate complete inventory reports. The first step to creating a virtual warehouse is to create the warehouse positions within the Commerce Network.

From the Materials Management menu select the link labeled *List / Update Warehouse Positions*.

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| Address (a) http://prime-v | vendor.com/emalpages/vendors/ | • @@ | Links ²⁰ |
| Client Number 439826 | AAA-Prime Vendor Test9 EDI Test Addi, City, AK Zip | | |
| HOME Sales Administration Agency Contracts | prime vendor.com Commerce Network | | |
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Select List / Update Warehouse Positions

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| ess 🕘 http://prime-r | vendor.com/emo/pages/vendors/ | | | | ୍ <u>କ</u> ଜେତା । |
| Client Number 439826 | | AAA-Prime Vendor Addi, City, A | Test9 EDI Test aK Zip | | |
| | | | | | |
| HOME | | | | | |
| Sales | prime-vendor.com | | | | |
| Administration | Com | nerce Network | | | |
| Agency Contracts | | MADELINIEF DOF | ranaar . | | |
| Federal | Warehouse Position | Note | 1016 | | |
| Markets | Back A Level 1 | Internet | | (UELETE) | EDIT |
| Account | Back & Level 2 | | | OF LETE | FOTT |
| tanagement | Back A Level 3 | | | COLOR | COTT |
| Commerce Network | Rack B Level 1 | | | OFTER | FOLT |
| | Back B Level 2 | | | OFFETE | EDIT |
| LOG OFF | Rack B Level 3 | | | OFFETE | (EDIT) |
| | Rack C Level 1 | Created 6-29-2005 | | OCLETC | COXT |
| | Rack C Level 2 | Created 8-29-2005 | | (OFTETE) | (EDIT) |
| | Rack C Level 3 | Created 6-29-2005 | | (DELETE) | (EDIT) |
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Warehouse Positions



Selecting *List / Update Warehouse Positions*. Will provide the user with a current list of warehouse or storeroom locations.

| WAREHOUSE POSITIONS | | | | | | | |
|---------------------|-------------------|---|--------|--------|--|--|--|
| Warehouse Position | Note | # | | | | | |
| Rack A Level 1 | | | DELETE | EDIT | | | |
| Rack A Level 2 | | | DELETE | EDIT | | | |
| Rack A Level 3 | | | DELETE | EDIT | | | |
| Rack B Level 1 | | | DELETE | (EDIT) | | | |
| Rack B Level 2 | | | DELETE | EDIT | | | |
| Rack B Level 3 | | | DELETE | EDIT | | | |
| Rack C Level 1 | Created 6-29-2005 | | DELETE | EDIT | | | |
| Rack C Level 2 | Created 6-29-2005 | | DELETE | EDIT | | | |
| Rack C Level 3 | Created 6-29-2005 | | DELETE | EDIT | | | |
| Rack D Level 1 | Created 8-26-2005 | | DELETE | EDIT | | | |
| | Page 1 of 1 pages | | | | | | |

ADD HAREHOUSE POSITION

Current Warehouse Positions

A warehouse position is a description of a physical location in a real warehouse. If a real warehouse is organized by rows of shelves and each shelf contains tree sections then a warehouse position for this scenario would be described by the row, self then section. For example a warehouse position maybe "Row 10, Shelf G, Section 2"

Using the descriptions of the physical warehouse locations to generate the virtual location in the Commerce Network system

Each of the current warehouse positions can be edited by selecting the blue *Edit* button. The user can remove a position completely by selecting the red *Delete* button.

To create a new warehouse position select the button at the bottom labeled *Add Warehouse Position*.

| prime-vendor.com Commerce Ne | twork | |
|--|------------------------|------|
| Beetline Development | New Warehouse Position | EXIT |
| Position Row 10, Shelf G, Sei Comment 03-02-2006 | | |
| | | |
| | | |
| SAVE | | |

Creating a New Warehouse Position

Enter the description of the warehouse position in the "Position" field. Enter a comment if necessary. Select the *Save* button to add the position to the virtual warehouse. After saving the listing of warehouse positions reappears. The new position is listed at the bottom.

| WAREHOUSE POSITIONS | | | | | | | |
|----------------------------|-------------------|---|--------|--------|--|--|--|
| Warehouse Position | Note | # | | | | | |
| Rack A Level 1 | | | DELETE | EDIT | | | |
| Rack A Level 2 | | | DELETE | EDIT | | | |
| Rack A Level 3 | | | DELETE | EDIT | | | |
| Rack B Level 1 | | | DELETE | EDIT | | | |
| Rack B Level 2 | | | DELETE | EDIT | | | |
| Rack B Level 3 | | | DELETE | EDIT | | | |
| Rack C Level 1 | Created 6-29-2005 | | DELETE | EDIT | | | |
| Rack C Level 2 | Created 6-29-2005 | | DELETE | EDIT | | | |
| Rack C Level 3 | Created 6-29-2005 | | DELETE | EDIT | | | |
| Row 10, Shelf G, Section 2 | 03-02-2006 | | DELETE | (EDIT) | | | |

Page 1 of 1 pages

A New Warehouse Position Has Been Added.



List / Update / Enter Inventory

In order to view current inventory the user can access and inventory listing. While viewing inventory the user can choose to update warehouse positions or item quantities. To view the listing of current inventory open the Materials Management Menu and select the link labeled *List / Update Inventory*.

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Select List / Update Inventory

The following form can list inventor items by rack location or product number. The user also has the option to list all products in the inventory. Select a radio button for the type of information that going to be listed and select the **Next** button.

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List Inventory Search Form



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| HOME | | _ | INVENT | DRY | | | | _ | | EXIT |
| Sales | Product | Product Number | Product Identifier \ Lot Control Number | Receiving Date | Rotation Date | Expiration Date | Quantity | Back Location | | |
| Iministration | Cisco Catalyst 2950C 24-port Switch | srv.00001-123 | | | | | 1 | Rack A Level 1 | (UPDRTE) | VIEN |
| Agency Contracts | Cisco Catalyst 2950C 24-port Switch | srv-00001-123 | | | | | 1 | Rack A Level 2 | (UPDATE) | VIEN |
| Federal | Compag ProLiant ML750 rack-mount serer | C52217 | | | | | 1 | Rack B Level 1 | UPDATE) | VIEN |
| Markets | Conforming Gauze Bandage | 41-03 | | 8/26/2005 | | | 3 | Rack D Level 1 | UPDATE) | VIEN |
| Account anagement | Conforming Gauze Bandage | 41-03 | | 9/16/2005 | | | 2 | Rack C Level 2 | UPDATE) | (VIEH |
| Commerce | HP Laser Jet 8150 | C77451 | | | | | 1 | Rack B Level 3 | UPDRTE | (VIEN |
| Network | HP LaserJet 8150 | C77451 | | | | | 1 | Rack B Level 2 | UPDRTE | (VIEN |
| OG OFF | HP Procurve Switch 4100gl Chassis | C11379 | | | | | 1 | Rack B Level 2 | UPDATE) | VIEH |
| | HP Procurve Switch 4108gl Chassis | C11379 | | | | | 1 | Rack A Level 3 | (UPDRTE) | (VILH |
| | MATRIX ANTIBACTERIAL SOAP DSPNR | BOB 5090 | | | | | 301 | Rack A Level 1 | (UPDRIE) | (VIEN |
| | | | Page 1 of 2 | pages | | | | | | (NEXT |
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Inventory Listing

In the inventory listing the user can select the *View* button to view details of an inventory item. Select the *Update* button to edit the warehouse location or quantity of items in the inventory.

Each page will display a listing of ten items additional pages are accessible by selecting the gold *Next* button.

Most inventory items will be transferred to their warehouse location when the item is received via purchase order. In order to enter inventory that is not received through a purchase order the Commerce Network provides a form to manually enter inventory items. This tool is also useful to add items that are in the warehouse prior to beginning using the Commerce Network.

From the Materials Management main menu select the link labeled *Enter Inventory*.

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Materials Management Main Menu Select Enter Inventory



| Product Name | | |
|---------------|--------------|-----------|
| | | |
| Your Number | Mfg. Number | |
| NSN# | Brand Name | Heipipesk |
| Quantity 1 | Unit | |
| Vendor # | Unit Packing | |
| Description | | |
| | | |
| SAVE | | |

Blank Enter Inventory Form

Enter the product name and product information to manually add an item to the inventory. When all information is entered and correct select the *Save* button. A message informing the user that "One Item has been added" will appear and the entry form will revert to blank form. Inventory entered in this fashion will automatically be placed in the Inventory Quarantine. To assign the item to a warehouse location the user will need to access the *Transfer New Inventory* function.



Inventory Reports

The Materials Management section offers an Inventory Report function that will allow users to retrieve comprehensive reports and retrieve specific data about the inventory

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| LOG OFF | | | |
| | | Inventory Reports | |
| | | Search by: List All Select Fields to Display: | |
| | | Search for: | |
| | | Rack Location Product Identifier | |
| | | Sort by: Product Identifier Product Identifier Product Identifier Product Identifier Product Identifier Product Identifier | |
| | | Search Date Range: | |
| | | Start: End: VQuantity Serial Number | |
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Inventory Reports Interface

From the Materials Management Main Menu select *Inventory Reports* to access the inventory reports interface. The following form will allow the user to generate highly detailed reports concerning all current items with in the inventory.

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|--------------------------|------------------------|------------------|-----------------------|-------------------|--------------------|--------------------|----------------------------|------------------|--|------------|------|-------|
| | | | | | | Invent | ory Reports | | | NEH R | PORT | (EXI |
| Sales inistration | March 2 | 2, 2006 | | | los | rentory Rep | ort | | P | age 1 of 2 | | |
| ency tracts ideral | Lot Contro Numbe | Rack Location | Product Identifier | Receiving Date | Contract Number | Expiration Date | Product Number | Rotation Date | Product Name | Quantity | | |
| rkets | 1 | Rack A Level 1 | | | | | BOB 5090 | | MATRIX ANTIBACTERIAL SOAP DSPNR | 301 | | |
| ount | 2 | Rack A Level 1 | | | | | srv-00001-123 | | Cisco Catalyst 2950C 24-port Switch | 1 | | |
| nerre l | 3 | Rock B Level 2 | | | | | C11379 | | HP Procurve Switch 4108gl Chassis | 1 | | |
| orik | 4 | Rack B Level 1 | | | | | C52217 | | Compaq ProLient ML750 rack-mount seree | 1 | | |
| ee . | 5 | Rack B Level 3 | | | | | C83372 | | Sun Fire 200R rack-mount server | 1 | | |
| | 6 | Rack A Level 3 | | | | | C11379 | | HP Procurve Switch 4108gl Chassis | 1 | | |
| | 7 | Rock A Level 2 | | | | | srv-00001-123 | | Cisco Cetalyst 2950C 24-port Switch | 1 | | |
| | 8 | Rack B Level 3 | | | | | C77451 | | HP LaserJet 8150 | 1 | | |
| | 9 | Rack B Level 2 | | | | | C77451 | | HP LaserJet 0150 | 1 | | |
| | 10 | Rack B Level 1 | | | | | BCB 5288 | | MATRIX TOLET TISSUE DISP - MULTIR | 101 | | |
| | | | | | | | 12 | | | NEXT | | |
| | | | | | | (NEM | REPORT | | | | | |

Inventory Reports are returned in a grid format and can be converted to Excel, CSV, XML and Text formats for printing and archiving.

