

# U.S. Network Wholesale Marketplace

## USER MANUAL

### Description

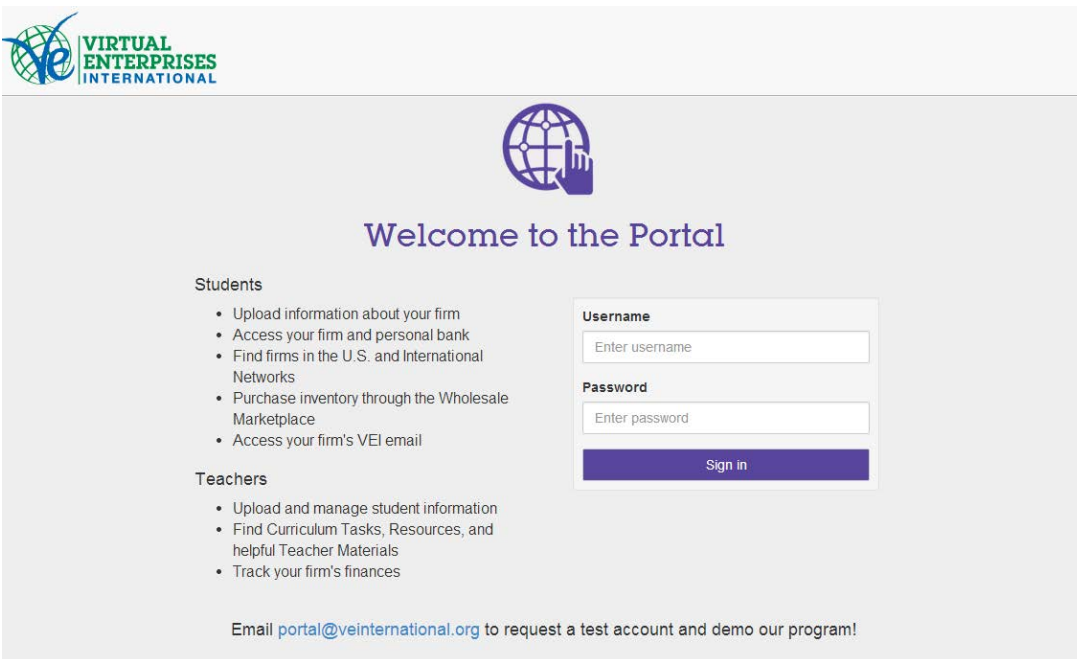
The U.S. Network Wholesale Marketplace application has been created for Virtual Enterprise firms who are merchandise resellers. By using this application, firms will research the marketplace to determine customary wholesale cost of each item they will sell, and will enter these items in their wholesale database, thereby creating a virtual wholesale account from which they will purchase their inventory for resale.

When a firm logs in to the marketplace, they will initially enter their resalable items with a product category, product name, SKU#, and wholesale cost. This list may be added to or edited at will. At the appropriate time, the firm will purchase items that they will retain in inventory based on their projected sales. After purchasing, the firm will be invoiced for their purchase(s), and will pay their bill as they would any real-world supplier.

### Marketplace Access - Instructor-level Login

Login to the VEI Portal at the User Interface (<https://portal.veinternational.org/login/>)

Fig. 1.1- User Interface (UI)



When logged in, the instructor/coordinator will see the screen in Fig. 1.2. Accessing any of the functions using the Go to button will open the requested function in a new window. Each of the new functions will be explained in subsequent sections below.

Fig. 1.2- Function Interface



## Product Manager Screen

If you have entered product in the database, you will see the screen below with those products listed. The screen below is a sample screen with several entries, and should serve as a guide to your entries. Note: The presence of a Category entry allows firms to break down their catalog items into appropriate categories according to product type (a firm that sells stationery products might break down the categories as paper, card stock, pens, filing supplies, etc) to match the firm's catalog.

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### WholesaleMarketplace

Browse by category:  
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[Hardware](#)  
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#### Product manager

Enter the products here that you wish to purchase from the Wholesale Marketplace for resale.

[Add](#)

Category	Product name	SKU#	Wholesale price	Edit	Delete
Hand Tools	Computer Repair Kit 30 piece	HT1001	\$15.00		
Hardware	Nails 10d (3 1/2 inch) Common	H0001	\$2.75		
Paint	Paint 1gal Latex (specify color)	P0001	\$15.50		

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## Product Entry Screen

- Click on the **Product Manager** link in the menu pane to access the product entry screen below.

*Note: All fields must be completed.*

Type the product category in the Category box.

Type the product name in the Name box.

Type the SKU in the SKU box. This number may be the same as your catalog item number.

Type the wholesale cost in the Wholesale price box.

Click **Save** (if making multiple entries, click **Save and add another**). You will be returned to the main window.

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#### Product

Category \*

Name \*

SKU \*

Wholesale price \*

[Save](#) [Save and add another](#) [Cancel](#)

## Purchasing Screens

The following screens allow firms to purchase their inventory. All purchase screens are viewed within each category and must be accessed separately to view and purchase products as they reside in separate categories.

*Note: Review the following three screens to see how each category appears when saved.*

Click the first category (in this case, **Hand Tools**) to view available products.

Purchase products as you would in any online store by adjusting the quantity in the box, and then clicking the **Add to cart** button. Repeat this process for each product you want in each product category.

- When finished, click **Cart** at the upper-right corner of the window to proceed to your shopping cart. Hand

Tools

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## WholesaleMarketplace

Browse by category:

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### Category Hand Tools

Item	SKU#	Price	Add to cart
Computer Repair Kit 30 piece	HT1001	\$15.00	Quantity <input type="text" value="10"/> <input type="button" value="Add to cart"/>

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## Hardware

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## WholesaleMarketplace

Browse by category:

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### Category Hardware

Item	SKU#	Price	Add to cart
Nails 10d (3 1/2 inch) Common	H0001	\$2.75	Quantity <input type="text" value="10"/> <input type="button" value="Add to cart"/>

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## Paint

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## WholesaleMarketplace

Browse by category:

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- [Hardware](#)
- [Paint](#)

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### Category Paint

Item	SKU#	Price	Add to cart
Paint 1gal Latex (specify color)	P0001	\$15.50	Quantity <input type="text" value="10"/> <input type="button" value="Add to cart"/>

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## Shopping Cart

In this screen, you have the opportunity to review your cart item-by-item. This is the time to change quantities and update the cart, remove items from the cart, choose your shipping method, and checkout to complete your order.

To change the quantity ordered for an item, change the number in the quantity box, then click Update.

Removal of items you do not wish to purchase is done by clicking the Remove item button to the right.

Select your shipping method (note the charge structure to determine the least expensive method).

When you are ready to commit to the order, click the Checkout button at the bottom. This will generate the Checkout screen that you see below the Cart screen.

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### WholesaleMarketplace

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#### Cart

Item	SKU#	Price	Quantity	Amount	Tax	Total	Remove
<a href="#">Computer Repair Kit 30 piece</a>	HT1001	\$15.00	<input type="text" value="2"/> <input type="button" value="Update"/>	\$30.00	\$0.00	\$30.00	<input type="button" value="Remove item"/>
<a href="#">Nails 10d (3 1/2 inch) Common</a>	H0001	\$2.75	<input type="text" value="5"/> <input type="button" value="Update"/>	\$13.75	\$0.00	\$13.75	<input type="button" value="Remove item"/>
<a href="#">Paint 1gal Latex (specify color)</a>	P0001	\$15.50	<input type="text" value="5"/> <input type="button" value="Update"/>	\$77.50	\$0.00	\$77.50	<input type="button" value="Remove item"/>
<b>Cart Subtotals:</b>				<b>\$121.25</b>	<b>\$0.00</b>	<b>\$121.25</b>	

Shipping method:

## Checkout Screen

This is the final step before your purchase is complete.

Verify that the order is correct, then click **Place order**.

This step generates an invoice that will be emailed to your firm, and an Order confirmation screen.

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#### Checkout

##### Billing and shipping info

Your name*	<input type="text" value="Eric Spitzer"/>
Your PO number/Reference	<input type="text" value="DP2211FS"/>
Company name	GOTHAM HARDWARE
Email	jestre@schools.nyc.gov
Address	122 AMSTERDAM AVENUE
City	NEW YORK
State	NY
Zip code	10023

##### Your order

Item	SKU#	Price	Quantity	Amount	Tax	Total
<a href="#">Computer Repair Kit 30 piece</a>	HT1001	\$15.00	2	\$30.00	\$0.00	\$30.00
<a href="#">Nails 10d (3 1/2 inch) Common</a>	H0001	\$2.75	5	\$13.75	\$0.00	\$13.75
<a href="#">Paint 1gal Latex (specify color)</a>	P0001	\$15.50	5	\$77.50	\$0.00	\$77.50
Shipping cost (Ground Shipping)				\$15.00	\$0.00	\$15.00
<b>Totals:</b>				<b>\$136.25</b>	<b>\$0.00</b>	<b>\$136.25</b>

## Order Acknowledgement Screen

Note: This screen appears upon completion of placement of the order. Print this screen and retain for firm records.



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**Order placed**

Thank you for your order!

Your order number is: 3.

The invoice for this order has been sent to [jjastre@schools.nyc.gov](mailto:jjastre@schools.nyc.gov).

## Order Summary Screen

- Click on **Orders** in the menu pane to see your order history. All orders placed by your firm will appear here.



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**Orders**

Order number	Order date	Placed by	Your PO number/reference	Invoice total	Balance	Status
<a href="#">3</a>	Aug. 22, 2011, 3:02 p.m.	Eric Spinner	082211ES	\$136.25	\$136.25	Processing

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## Invoice

Note: A similar invoice will be emailed to your firm for the order, and it will look like the following:



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NY Wholesale Marketplace  
 122 Amsterdam Avenue  
 New York, NY 10023  
 Email: [vec@veinternational.org](mailto:vec@veinternational.org)

**Invoice**

Invoice number: 3  
 Invoice date: Aug 22, 2011  
 Discount date: Sep 01, 2011  
 Due date: Sep 21, 2011  
 Invoice total: \$136.25  
 Order placed by: Eric Spinner  
 Your PO number/Reference: 082211ES

To:  
 GOTHAM HARDWARE  
 122 AMSTERDAM AVENUE  
 NEW YORK, NY 10023

Item	SKU#	Price	Quantity	Amount	Tax	Total
Paint 1gal Latex (specify color)	P0001	\$15.50	5	\$77.50	\$0.00	\$77.50
Nails 10d (3 1/2 inch) Common	H0001	\$2.75	5	\$13.75	\$0.00	\$13.75
Computer Repair Kit 30 piece	HT1001	\$15.00	2	\$30.00	\$0.00	\$30.00
Shipping cost (Ground Shipping)				\$15.00	\$0.00	\$15.00
<b>Totals:</b>				<b>\$136.25</b>	<b>\$0.00</b>	<b>\$136.25</b>

**Payment Advice**  
 Bank account: 100002567 NY Wholesale Marketplace  
 Amount: \$136.25  
 Payment description: INVOICE# 3

**Payment Terms**  
 2% 10, Net 30 from date of invoice. Past due invoices will be charged 1.5% interest per month outstanding.