



User Documentation

t-commerce User's Guide

TRIBUTE INC. USER DOCUMENTATION

t-commerce User's Guide

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1696 Georgetown Rd. • Suite F

Hudson, OH 44236

Phone 1-800-TRIBUTE • Fax 330.656.3464

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t-commerce

Enhance your operations with t-commerce

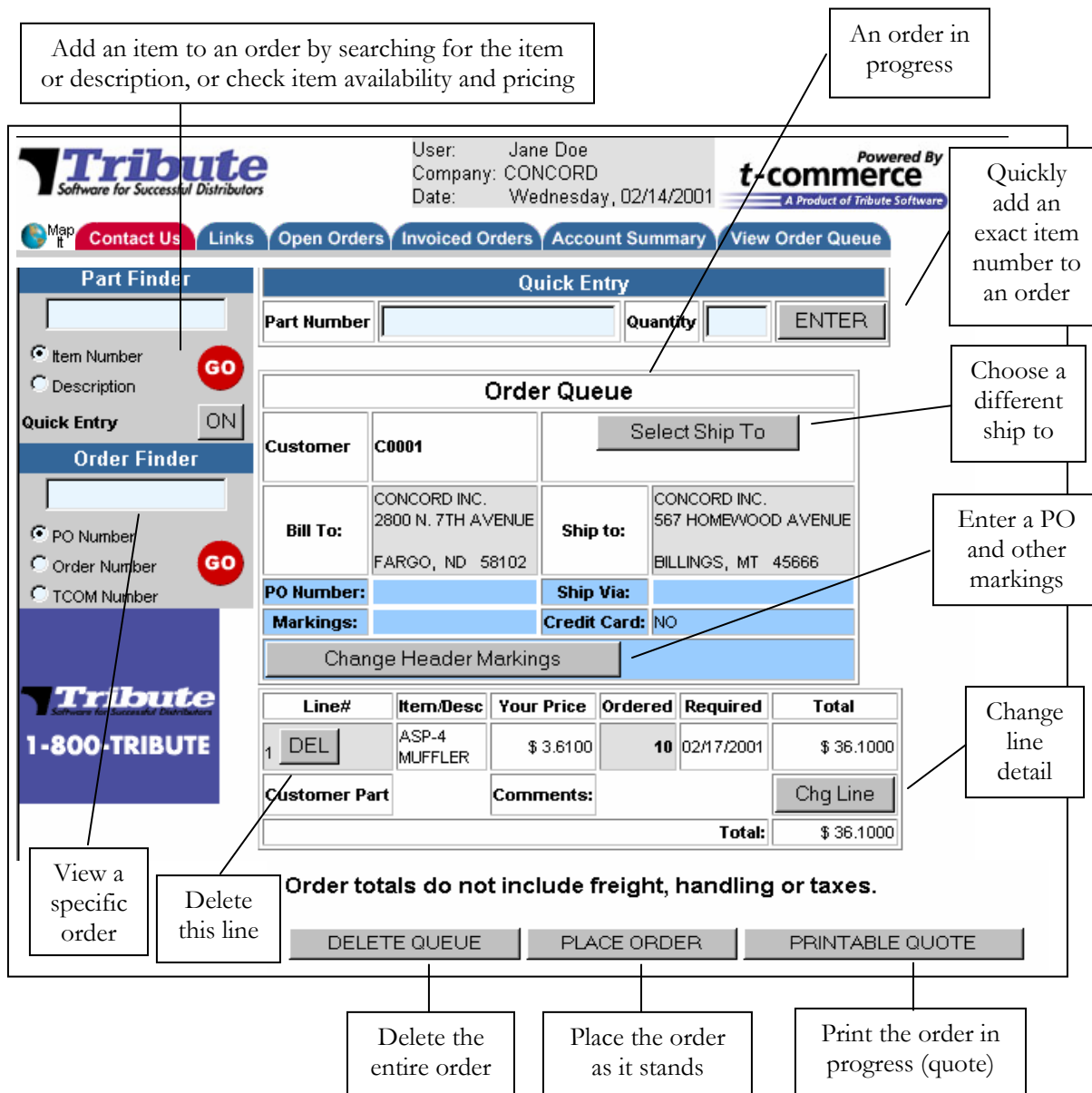
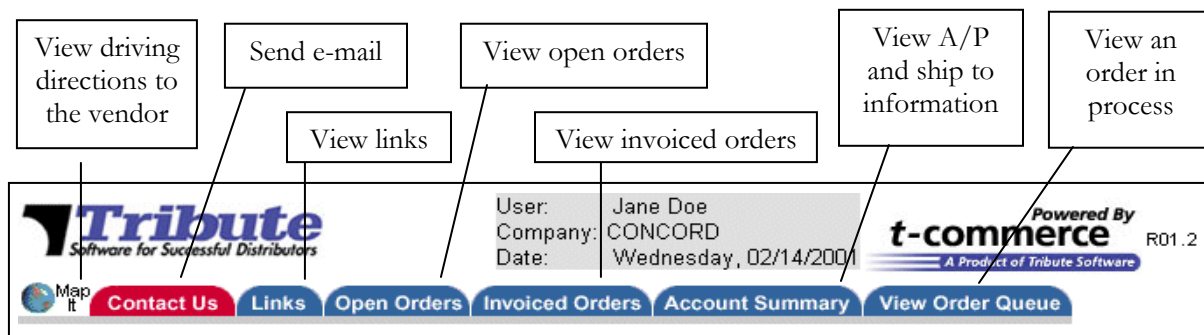
The TRIBUTE t-commerce system allows you access to a vendor's 24-hour online web page services, all in real time. The following documentation will guide you through the following processes available within t-commerce:

- Check product availability
- Place real-time orders
- View specific discount pricing for your company
- Check current order status
- View your order queue
- Expedite open orders, or specific lines within open orders
- Easily reorder previously purchased material
- View shipment tracking information
- View and reprint invoices
- See your account summary

A note about security...

The t-commerce system allows your vendor to set security options for their customers. The vendor can set up codes that indicate what areas of the site a particular user can access, and what information will display. For this reason, you may not be able to access all the areas covered in this documentation. For more information on your security settings, contact your vendor.

The Site at a Glance



Using t-commerce for Orders

t-commerce is a powerful tool for order entry and maintenance. You will use your vendor's t-commerce site primarily to enter and submit orders. You can also view item availability and pricing, open orders, invoiced orders, and your account summary. You can expedite orders or lines, and view links to other related web sites.

Logging Into the t-commerce Site

When you arrive at your vendor's t-commerce site, you will see a screen similar to this one:

Tribute
Software for Successful Distributors




Please enter your Login Name and Password:

Login:

Password:

[New User Registration Form](#)

Best viewed at 800x600 resolution
with Internet Explorer version 4.01 SP 2 and higher or Netscape version 4 and higher.


GET Microsoft Internet Explorer   Powered By
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R06.2

If you have previously used t-commerce, you will need to enter your Login and Password in order to enter the site. Once you enter the site, your Order Queue displays. (Refer to [t-commerce Initial Display](#).)

If you have never used t-commerce and do not have a Login or a Password, you first need to click the New User Registration Form link. Here you can fill out your company information and submit it via the vendor's web server. One of your vendor's representatives will then contact you to set up a t-commerce account.

New User Registration Form



New User Registration

Please Submit the following form and a representative will respond as soon as possible.

(* Denotes required fields).

Login: *

Password: *

Confirm: *

Name: *

Company: *

Address 1: *

Address 2:

City: *

State: *

Zip Code: *

Phone: *

Fax: *

Our Customer Number for you:

D&B Number:

Tax Exempt ID Number:

Email Address: *

Comments:

Submit

You are required to fill out the fields in red with the asterisk (*). The other fields are optional.

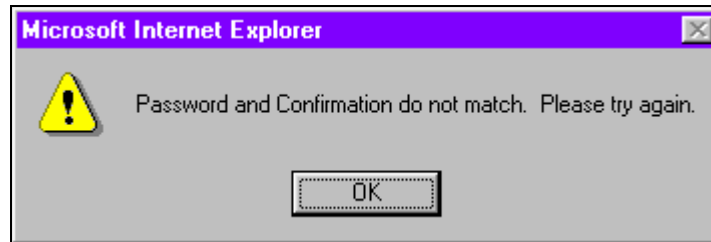
Login: Your desired login, up to 15 characters long, which you will use to gain access to the t-commerce system.

Password: Your desired password, up to 15 characters long, to be used in conjunction with the Login to gain access to the t-commerce system.

Confirm: A field for reentry of your password, to confirm that the password was entered correctly.

NOTE

Your Password cannot be the same as your Login, Name, or Company.
If entry in the Password and Confirm fields does not match, a warning will display.



You will need to reenter your password and confirmation.

Name: The name of the individual from your company who will be using this logon, up to 25 characters long.

Company: Your company name, up to 25 characters long.

Address 1: The first line of your company's address, up to 25 characters long.

Address 2: The second line of your company's address, up to 25 characters long. (Entry in this field is optional.)

City: Your company's city, up to 15 characters long.

State: Your company's 2-character state abbreviation.

Zip Code: Your company's zip code, up to 10 characters long. (Entry can be made in the format XXXXX or XXXXX-XXXX.)

Phone: Your 12-character telephone number, in the format XXX-XXX-XXXX.

Fax: Your 12-character fax number, in the format XXX-XXX-XXXX.

Our Customer Number for you: Your company's identification number in your vendor's computer system, exactly 5 characters long. (Entry in this field is optional.)

D&B Number: Your company's Dun & Bradstreet D-U-N-S number, up to 25 characters long. (Entry in this field is optional.)

Tax Exempt ID Number: Your company's tax exempt ID number, up to 25 characters long. (Entry in this field is optional.)

Email Address: Your email address, up to 50 characters long.

NOTE

Your email address must meet the following criteria:

- Must contain at least 5 characters (for example, "x@y.z") but no more than 50 characters
- Must contain exactly one "@" symbol which cannot be the last character
- Must contain at least one "." (period) which cannot be the last character
- Cannot contain embedded blanks

Comments: A field in which you can add any additional data or comments to be sent to your vendor.

After entry is made in the necessary fields, click Submit. The entered information will be sent via e-mail to your vendor.

After the e-mail has been sent, the screen will display:

“Your request has been submitted. Thank you for your interest in t-commerce.
A representative will contact you as soon as possible.”

t-commerce Initial Display

After you have successfully logged on to the t-commerce site, you will have access to various tabs with order options (depending on the level of security that has been set up by your vendor). The Part Finder and Order Finder dialog boxes will display on the left side of the screen. If you have an open order in process, it will display as well (refer to [Viewing the Order Queue](#), below).

The screenshot shows the t-commerce interface with the 'Order Queue' tab selected. The 'Part Finder' and 'Order Finder' dialog boxes are visible on the left. The 'Order Queue' section displays an order for Customer C0001, with a table showing one line item: DEL (DA020001) with a price of \$0.8625 and a quantity of 50, totaling \$43.1250. The 'Quick Entry' option is turned OFF.

Initial display - open order in order queue

The screenshot shows the t-commerce interface with the 'Order Queue' tab selected. The 'Part Finder' and 'Order Finder' dialog boxes are visible on the left. The 'Order Queue' section displays a message: 'Your Order Queue is empty. Add items via the Part Finder to open your queue.' The 'Quick Entry' option is turned OFF.

Initial display - no open order in order queue

Your customer name, company name, and the current date will display at the top of the screen.

Your vendor's logo will display in the top left corner. Clicking on this logo will take you back to the vendor's home page.

If the vendor allows advertising on their t-commerce site, a banner ad will display under the Order Finder dialog box. This ad will periodically change. Clicking on the ad will take you to the advertiser's web site.

If you have the Quick Entry option turned ON, you will see a Quick Entry box at the top of the screen, below the tab area. For more information on using Quick Entry, refer to [Using Quick Entry](#), below.

The screenshot shows the 'Quick Entry' dialog box with a blue header. It contains two input fields: 'Part Number' and 'Quantity', followed by an 'ENTER' button.

If you are set up as an “internal salesperson” for the t-commerce vendor, you will not see the “Contact Us” tab. Instead, the “Change Acct” Tab will appear in its place, which lets you enter orders for multiple accounts. Refer to [Changing Customer Accounts](#) for more information.

From the t-commerce initial display, you can create a new order using the Part Finder or Quick Entry, view and edit orders, view your account summary, send e-mail to your vendor, and access links to other web sites.

Creating a New Order Using the Part Finder

The Part Finder dialog box allows you to place an order by searching for the part you want. The item number or item description can be used for the search.

NOTE

You must have order entry privileges (set up by your vendor) to create orders. For users without order entry privileges, search results will be returned without the “add item” option.

Searching by Item Number

You can enter a partial or complete item number to use for the search, then click the GO button. All matching records will then be displayed on the screen. If you are set up for the Customer Part Search option, the t-commerce system will first check for your customer part number cross-references, and display matching customer part numbers first in the list, followed by your vendor’s part numbers.

Number	Item Number	Description	Available	Central Wshse	Qty to Order
1	ASP-44	MUFFLER	1104	ADD	1
2	ASP-45	MUFFLER	1700	ADD	1

Item Number search - with xref records

Number	Item Number	Description	Available	Central Wshse	Qty to Order
1	ASP-44	MUFFLER	1104	ADD	1
2	ASP-41	MUFFLER LONG DESCRIPTION FOR ASP-41	PLEASE CALL	ADD	1
3	ASP-43	MUFFLER	197	ADD	1
4	ASP-44	MUFFLER	14000	ADD	1
5	ASP-45	MUFFLER	1700	ADD	1
6	ASP-46	MUFFLER	2110	ADD	1
7	ASP-47	MUFFLER	0	ADD	1
8	ASP-48	MUFFLER	90	ADD	1

Item number search - no xref records

Refer to [Creating an Order](#), below.

Searching by Description

You can enter a partial or complete description to use for the search, then click the GO button. All matching records will then be displayed on the screen.

The screenshot shows the t-commerce web interface. At the top, it displays the user's name (Jane Doe), company (CONCORD INC), and date (Wednesday, 06/06/2001). The interface is powered by t-commerce R07.2, a product of Tribute Software. Navigation links include Map It, Contact Us, Links, Open Orders, Invoiced Orders, Account Summary, and View Order Queue. The Part Finder section on the left has a search box containing 'PUMP' and a GO button. Below the search box are radio buttons for Item Number and Description (selected), and a Quick Entry toggle set to OFF. The Order Finder section below has a search box and radio buttons for PO Number, Order Number, and TCOM Number. The main area displays a table of search results for 'PUMP', indicating 71 records were returned. The table has columns for Number, Item Number, Description, Available, Central Whse, and Qty to Order. Each row includes an ADD button.

Number	Item Number	Description	Available	Central Whse	Qty to Order
1	PVWH-34-RDRY-C2-NNTK-B8	20GPM PUMP	0	WHSE	1
2	GOULD PUMP	3196 PUMP	0	WHSE	1
3	VOL-F11-10-HU-CH-K	60 CID PUMP/MTR	28	WHSE	1
4	45VTCS-60A2-297A-A-22-R	60GPM PUMP	0	WHSE	1
5	AA10VS0140DFLR/31R-PKD62N00	62 GPM PUMP LONG DESCRIPTION.....	11	WHSE	1
6	PVK-270-B1UV-RDFY-V-S25SB-CS	84GPM PUMP	0	WHSE	1

Description search

Refer to [Creating an Order](#), below.

Creating an Order

After using the Part Finder to find an item, any matching items display, along with the following information:

Number: An index number assigned to each line displayed on the screen.

Item Number: The 28-character inventory part number. If the item is displayed as a hyperlink (blue, underlined text), you can click on the linked item for additional information or to go to the manufacturer's web site.

Description: A description of the item, up to 15 characters long.

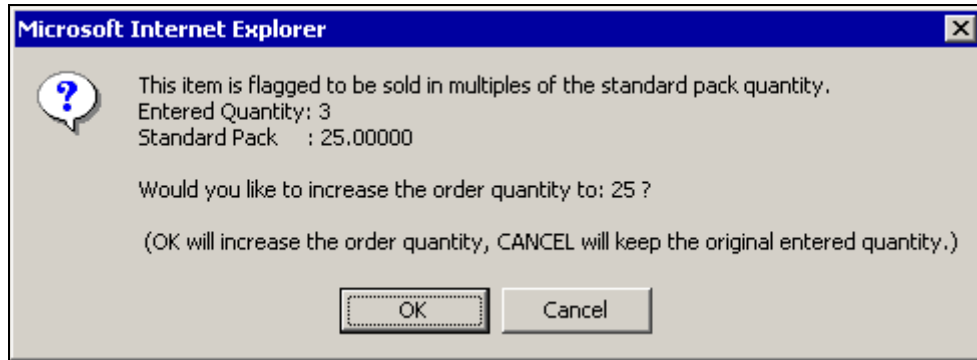
Available: The inventory quantity currently available from stock. If you have any specially-reserved inventory on file, that quantity will display also, separate from the overall available quantity.

Central Whse: Your vendor may display this button to allow you to check item availability in remote or alternative locations.

Qty to Order: A field for entry of the desired quantity to order.

Once you have located the item that you want to order, you can create an order by entering the quantity to be ordered in the Qty to Order field and clicking the ADD button.

If your vendor sells the item in a certain package quantity (such as multiples of 12), a message will display to inform you.



Click OK to increase your order quantity to the standard package quantity, or click Cancel to keep your original entered quantity.

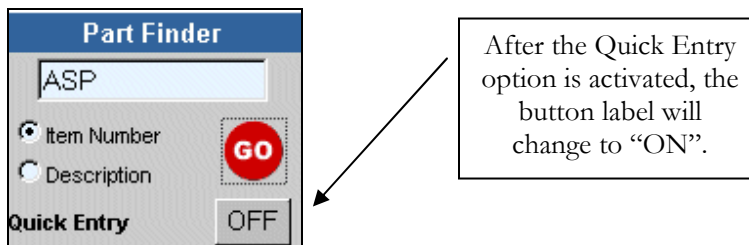
To add additional lines to an order, repeat the process of finding a part and entering a quantity.

The Order Queue will display each time an item is added via the Part Finder. Refer to [Viewing the Order Queue](#), below.

Using Quick Entry

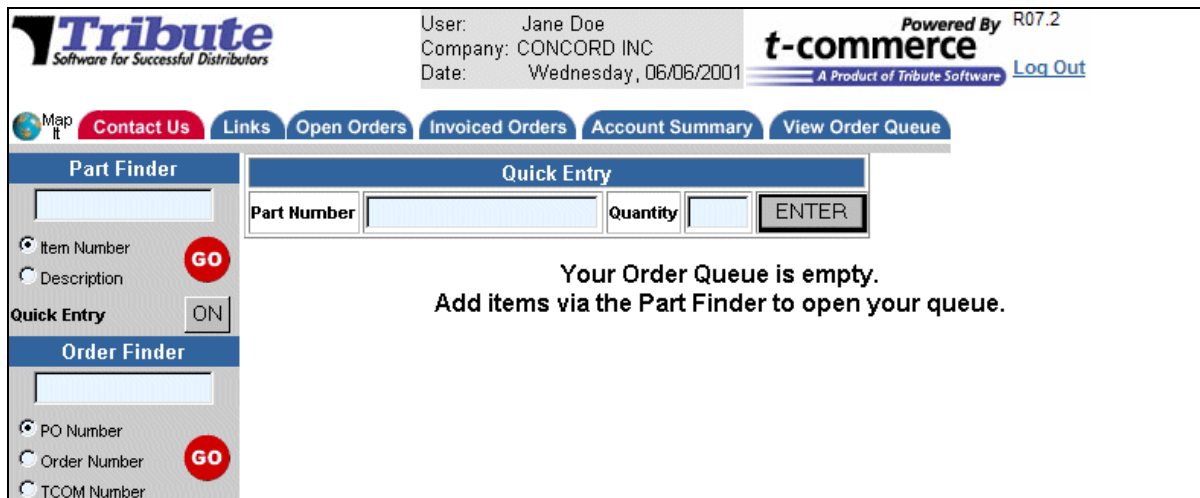
You can activate the “Quick Entry” option in order to quickly add an item to an order. This option is helpful if you know the EXACT item number and do not need to use one of the Search options to find the item.

To activate the Quick Entry option, click the Quick Entry button (the OFF button) in the Part Finder box.



Activating Quick Entry

The Quick Entry box will then display at the top of the screen, below the tab area.



User: Jane Doe
Company: CONCORD INC
Date: Wednesday, 06/06/2001

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Part Finder

☐ Item Number **GO**
☐ Description

Quick Entry ☐ ON

Order Finder

☐ PO Number **GO**
☐ Order Number
☐ TCOM Number

Quick Entry

Part Number Quantity **ENTER**

Your Order Queue is empty.
Add items via the Part Finder to open your queue.

Quick Entry display

Type the exact item number in the “Part Number” field. Press TAB or click on the “Quantity” field, and then type the quantity you want to order in the “Quantity” field. Press ENTER or click the ENTER button to view matching results. If you are set up for the Customer Part Search option, the t-commerce system will first check for your customer part number cross-references, and display matching customer part numbers first in the list, followed by your vendor’s part numbers.



User: Jane Doe
Company: CONCORD INC
Date: Wednesday, 06/06/2001

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Part Finder

☐ Item Number **GO**
☐ Description

Quick Entry ☐ ON

Order Finder

☐ PO Number **GO**
☐ Order Number
☐ TCOM Number

Quick Entry

Part Number Quantity **ENTER**

Customer Part Number Match Found

Your Part Nbr	Our Number	Description	Available	Qty to Order
ASP-45	ASP-45	MUFFLER	1760	1 ENTER

Part Number Match Found

Item Number	Description	Available	Central Whse	Qty to Order
ASP-45	MUFFLER	1760	WHSE	1 ENTER

Quick Entry results - with xref records

Quick Entry results - no xref records

After using Quick Entry to retrieve an item, any matching items display, along with the following information:

Item Number: The 28-character inventory part number. If the item is displayed as a hyperlink (blue, underlined text), you can click on the linked item for additional information or to go to the manufacturer’s web site.

Description: A description of the item, up to 15 characters long.

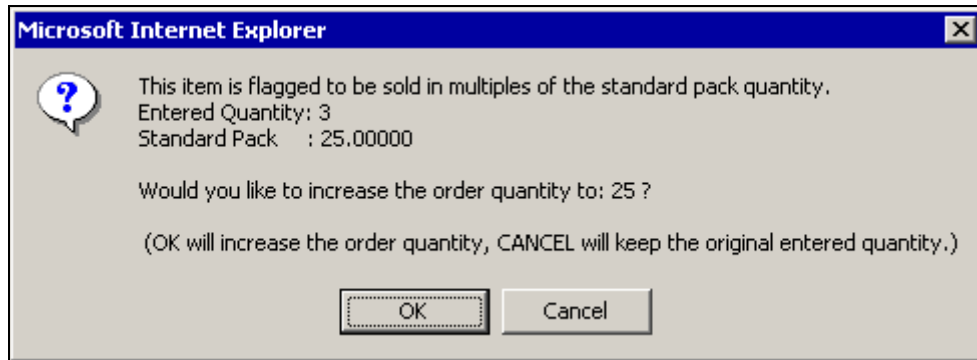
Available: The inventory quantity currently available from stock.

Central Whse: Your vendor may display this button to allow you to check item availability in remote or alternative locations.

Qty to Order: A field for entry of the quantity you want to order.

Click the ENTER button (to the right of an item record) to add the item to your order queue, or press the ENTER key on your keyboard to select the first item displayed. Refer to [Viewing the Order Queue](#), below.

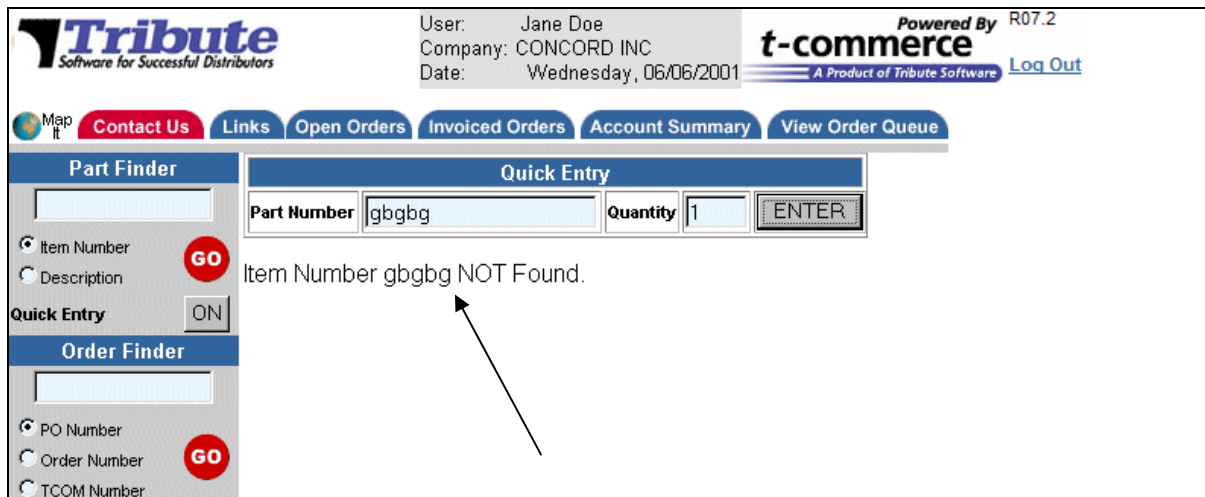
If your vendor sells the item in a certain package quantity (such as multiples of 12), a message will display to inform you.



Click OK to increase your order quantity to the standard package quantity, or click Cancel to keep your original entered quantity.

You may also leave a blank Quantity on the Quick Entry frame if you want to check availability of the item. After the search results display, you can then enter the quantity you want to order.

If you enter an invalid part number using Quick Entry, the screen will display the message: "Item Number xxxxx NOT Found."



Quick Entry - Invalid item number

Viewing the Order Queue

The Order Queue contains an order in process that has not yet been placed. There are three situations in which the Order Queue screen displays:

1. When you first log on to the t-commerce site and you have an unfinished order in process from a previous logon session
2. When you select a part to order by using the Part Finder or Quick Entry
3. When you click on the View Order Queue tab

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Company: CONCORD INC
Date: Wednesday, 06/06/2001

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Part Finder

☒ Item Number **GO**

☐ Description

Quick Entry **OFF**

Order Finder

☒ PO Number **GO**

☐ Order Number

☐ TCOM Number

1-800-TRIBUTE

Order Queue

Customer: C0001

Bill To: CONCORD INC.
2800 N. 7TH AVENUE
FARGO, ND 58102

Ship to: CONCORD INC.
567 HOMewood AVENUE
BILLINGS, MT 45666

PO Number: Ship Via:

Markings: Credit Card: NO

Line#	Item/Desc	Your Price	Ordered	Required	Total
1 <input type="button" value="DEL"/>	ASP-4 MUFFLER	\$ 3.6100	1	02/17/2001	\$ 3.6100
Customer Part	ASP-44	Comments:	<input type="button" value="Chg Line"/>		
Total:					\$ 3.6100

Order totals do not include freight, handling or taxes.

Order Queue screen

Several options are available from this screen. You can select a different ship-to address, change/add header markings, change line detail information, delete a single line, delete the entire order, print the order in its current "quote" status, or place the order. You may also see an extra button labeled Check Prices. These options are detailed below.

NOTE

The PLACE ORDER button will only appear if you are set up for order updating privileges by your vendor.

Select Ship To

You can click the Select Ship To button to select an alternate ship to address, or enter a new ship to address (if you are set up by your vendor to allow entry of free-form ship to's).

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Part Finder

☒ Item Number **GO**
☐ Description

Quick Entry

Order Finder

☒ PO Number **GO**
☐ Order Number
☐ TCOM Number

Current ship to information is below.
Choose an alternate if available. Hit cancel to return.
Or click [Here](#) to enter a new address.

Ship To Number: 00
Ship to Name: CONCORD INC.
Address: 567 HOMEWOOD AVENUE
Address:
City: BILLINGS
State: MT
Zip: 45666

Tribute

Select Ship To option - current address

The first address listed on the screen is the current ship to. If you want to use this address, click the Use Current button to return to the Order Queue screen.

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Part Finder

☒ Item Number **GO**
☐ Description

Quick Entry

Order Finder

☒ PO Number **GO**
☐ Order Number
☐ TCOM Number

Ship To Number:
Ship to Name: CONCORD INC.
Address: 2800 N. 7TH AVENUE
Address:
City: FARGO
State: ND
Zip: 58102

Select Ship To option - primary address

Scrolling down, the next address listed is your primary billing address, as set up for you by your vendor. Click the Select button to select this ship to address, or click the Cancel button to return to the Order Queue screen.

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Company: CONCORD INC
Date: Wednesday, 06/06/2001

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Part Finder

☒ Item Number **GO**
☐ Description

Quick Entry




Order Finder

☒ PO Number **GO**
☐ Order Number
☐ TCOM Number

Ship To Number: 00
Ship to Name: CONCORD INC.
Address: 567 HOMEWOOD AVENUE
Address:
City: BILLINGS
State: MT
Zip: 45666

Select Ship To option - alternate addresses

Scrolling down further, any alternate addresses are listed in numerical order. Click the Select button to select this alternate ship to address, or click the Cancel button to return to the Order Queue screen.

		User: Jane Doe Company: CONCORD INC Date: Wednesday, 06/06/2001		Powered By t-commerce R07.2 A Product of Tribute Software Log Out		
	Contact Us	Links	Open Orders	Invoiced Orders	Account Summary	View Order Queue
Part Finder						
<input type="text"/>						
<input checked="" type="radio"/> Item Number		GO				
<input type="radio"/> Description						
Quick Entry		<input type="button" value="OFF"/>				
Order Finder						
<input type="text"/>						
<input checked="" type="radio"/> PO Number		GO				
<input type="radio"/> Order Number						
<input type="radio"/> TCOM Number						
 1-800-TRIBUTE						
		Ship To Number: **				
		*Ship to Name: <input type="text" value="CONCORD INC."/>				
		*Address: <input type="text" value="567 HOMEWOOD AVENUE"/>				
		Address: <input type="text"/>				
		*City: <input type="text" value="BILLINGS"/>				
		*State: <input type="text" value="MT"/>				
		*Zip: <input type="text" value="45666"/>				
		<input type="button" value="Select New Address"/> <input type="button" value="Cancel"/>				

Select Ship To option - free form address

At the bottom of the screen, you can enter a free form ship to address (if you are set up for this option by your vendor). Enter the appropriate information in the required fields and click the Select New Address button, or click the Cancel button to return to the Order Queue screen.

Change Header Markings

You can click the Change Header Markings button to enter a P.O. number, enter other markings for the order, select a Ship Via method, and/or indicate the payment method to be used.

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User: Jane Doe
Company: CONCORD INC
Date: Wednesday, 06/06/2001

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Part Finder

*PO Number

Markings:

Ship Via:

Use Existing Credit Card:

Order Finder

☒ PO Number ☐ Order Number ☐ TCOM Number

* indicates mandatory field

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Change Header Markings

PO Number: Your P.O. number to be used for the order, up to 25 characters long. You must enter a P.O. number for the order. If you do not enter it here, the system will prompt for it prior to placing the order.

Markings: An additional marking code to be used on the order, up to 25 characters long. Entry in this field is optional.

Ship Via: A list of your valid freight carriers / Ship Via methods. You can select a different Ship Via method from the drop-down list if desired.

Use Existing Credit Card: A Yes/No field indicating whether you want the order to be charged to an existing credit card number. (You cannot enter the card number anywhere in the t-commerce site; this must be a card number that is already in your vendor's records.) You may not see this field, depending on your vendor's setup.

After entry is completed, click the Update button to make the changes to the order, or click the Cancel button to return to the Order Queue screen without making changes.

Change Line Detail

You can click the Chg Line button to change the order quantity, change the required date, customer part number, and/or add a comment to the order line.

Changing line information

Line No: The sales order line number.

Item: The 28-character inventory part number.

Quantity: The quantity of the item to be ordered. You can change the quantity by deleting the entered quantity and typing a new quantity. Or, you can delete this line entirely by changing the quantity to 0 (zero).

If your vendor sells the item in a certain package quantity (such as multiples of 12), a message will display to inform you. Click OK to increase your order quantity to the standard package quantity, or click Cancel to keep your original entered quantity.

Required Date: Your desired receipt date for material ordered, in the format mmddyy.

The required date defaults initially to 3 days future to today's date. However, if you change the required date on a line, then add a new line, the new line will default to the newly-changed required date. For example, if today's date is 07/01/05, the system-defaulted required date will be 07/04/05. If you manually change this date on Line 1 of your order to 07/10/05, then add line 2, the default required date for Line 2 will be 07/10/05.

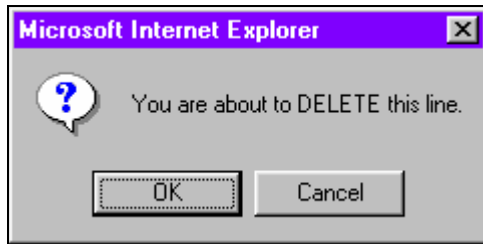
Comment: A comment, up to 44 characters long, relating to this line on the order. You can enter only one comment line per order line. A comment entered here will be printed on the order acknowledgement, packing list, and invoice.

Customer Part: Your 28-character customer part number to be used for cross-referencing to your vendor's item number (if you are set up for this option). If your vendor already has your part number on record, or if you have already typed in this number on the order, you will not be able to change this field.

After entry is completed, click the Update button to make the changes to the order, or click the Cancel button to return to the Order Queue screen without making changes.

Delete Line

You can click the DEL button to delete a line on an order. A confirmation dialog box will display:

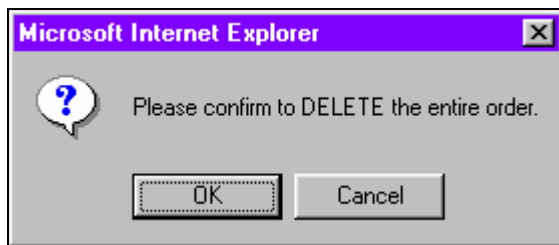


Deleting a line

Click the OK button to delete the line, or click the Cancel button to return to the Order Queue screen without deleting the line.

Delete Queue

You can click the DELETE QUEUE button to delete this order from the order queue. A confirmation dialog box will display:




Click the OK button to delete the entire order, or click the Cancel button to return to the Order Queue screen without deleting the order.

Print the Quote

You can click the PRINTABLE QUOTE button to open a new window containing just the sales order in process in the order queue (a "quote"). You can then print a copy of the quote using your Internet browser.

Check Prices Button

You may occasionally see a button at the bottom of your Order Queue labeled CHECK PRICES. Depending on the speed of your Internet connection and your vendor's computer system, there may be times when your items do not immediately return a price. The line will display "Call for Pricing" in the Your Price field, and a total price of zero. You can click the Check Prices button to try a second time to price the items. If the line still returns the "Call for Pricing" message, you must contact your vendor for pricing on this line.



User: Jane Doe
 Company: CONCORD INC
 Date: Wednesday, 06/06/2001

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Part Finder

☒ Item Number
☐ Description

GO

Quick Entry

OFF


Order Finder

☒ PO Number
☐ Order Number
☐ TCOM Number

GO

Order Queue

Customer	C0001	Select Ship To	
Bill To:	CONCORD INC. 2800 N. 7TH AVENUE FARGO, ND 58102	Ship to:	CONCORD INC. 567 HOMEWOOD AVENUE BILLINGS, MT 45666
PO Number:		Ship Via:	
Markings:		Credit Card:	NO
Change Header Markings			



1-800-TRIBUTE

DELETE QUEUE

PLACE ORDER

CHECK PRICES

PRINTABLE QUOTE

Order Queue screen - displaying the Check Prices button

Place Order

After making any necessary changes to the order, you can click the PLACE ORDER button to place the order through the t-commerce site.

NOTE

The PLACE ORDER button will only appear if you are set up for order updating privileges by your vendor.

If you have not yet entered a purchase order number, the following screen will appear:

Tribute Software for Successful Distributors

User: Jane Doe
Company: CONCORD INC
Date: Friday, 06/08/2001

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Part Finder

☒ Item Number ☐ Description **GO**

Quick Entry

Order Finder

☒ PO Number ☐ Order Number ☐ TCOM Number **GO**

Tribute Software for Successful Distributors
1-800-TRIBUTE

Please enter a purchase order, shipping method and any markings.

Ship To Number:	00
Ship to Name:	CONCORD INC.
Address:	567 HOMEWOOD AVENUE
Address:	
City:	BILLINGS
State:	MT
Zip:	45666
PO Number:	<input type="text"/>
Markings:	<input type="text"/>
Use Existing Credit Card:	No <input type="button" value="v"/>
Ship Via:	<input type="text"/>
<input type="button" value="Place Order"/>	<input type="button" value="Back to Queue"/>

From this screen, you can also change the markings, carrier, and credit card option on the order. You can then click the Place Order button to place the order, or click the Back to Queue button to return to the Order Queue screen without making any changes to the order.

If you selected Yes at the Use Existing Credit Card field, depending on your vendor's setup, a list of credit cards you currently have on file with your vendor may display.

Tribute
Software for Successful Distributors

User: Jane Doe
Company: CONCORD INC
Date: Monday, 08/08/2005

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Part Finder

Please select which pre-authorized credit card to use for this order.


Card Number Ending in	Card Type	Card Holder Name	Expire Date	
2222	Visa	JANE DOE	12/06	Select
5100	Master Card	JANE DOE	12/06	Select

Quick Entry

Order Finder

Click the Select button next to the card you want to use. You may also click the Back to Queue button if you want to return to your order, without charging it to a credit card.

If you have entered a purchase order number and payment method for the order, the order will be placed through the system, and the entire order will display on the screen:



User: Jane Doe
 Company: CONCORD INC
 Date: Wednesday, 06/06/2001

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Part Finder

☒ Item Number
☐ Description

GO


Quick Entry

OFF

Order Finder

☒ PO Number
☐ Order Number
☐ TCOM Number

GO


1-800-TRIBUTE

T-Commerce order number 30051 has been entered as follows:

Customer Number:	C0001	Ship To:	00
Bill To:	CONCORD INC. 2800 N. 7TH AVENUE FARGO, ND 58102	Ship to:	CONCORD INC. 567 HOMEWOOD AVENUE BILLINGS, MT 45666
Required:	02/14/2001	PO Number:	8768574
Ship Via:	FEDEX STD		
Markings:		Placed By:	JANE DOE

Line#	Item/Desc	Ordered	Your Price	Required	Total
1	ASP-4 MUFFLER	10	\$ 3.6100	02/17/2001	\$ 36.1000
Customer Part: ASP-44		Comment:			
2	ASP-45 MUFFLER	12	\$ 4.9500	02/17/2001	\$ 59.4000
Customer Part: ASP-45		Comment:			
Total:					\$ 95.5000

NOTE: Totals do not include freight, handling or taxes.

Thank you for your order. We look forward to serving your future needs.

Printable Form

Start New Queue

If you selected a specific credit card for payment, an additional message will display at the top of the screen, stating: "This order has been setup to be billed to XXXXX XXXXX's credit card ending in YYYY when shipped."

You can click the Printable Form button to open a new window containing just the sales order. You can then print a copy of the sales order using your Internet browser.

You can also click the Start New Queue button to start creating a new order.

Viewing an Order Using the Order Finder

The Order Finder dialog box allows you to search for an order and display its information on the screen. The PO number, order number, or TCOM number can be used for the search.

Searching by Your PO Number

You can enter a partial or complete PO number to use for the search, then click the GO button. If a record is found that starts with the characters you entered, it will be displayed on the screen.

The screenshot displays the t-commerce Order Finder interface. At the top, the user is identified as Jane Doe from CONCORD INC, with a date of Monday, 08/08/2005. The interface is powered by R07.2 and includes a Log Out link. Navigation buttons include Map It, Contact Us, Links, Open Orders, Invoiced Orders, Account Summary, and View Order Queue. The main section is titled 'Part Finder' and shows a search for '1234' which returned 4 records. The search criteria are set to 'PO Number'. The results are displayed in a table with columns: Shipping, Order#, TCOM#, Order Date, PO Nbr, Entered By, Placed By, and Expedite. The table contains four rows of data, each with a 'Track' button. Below the table is an 'Expedite Selected Orders' button. The bottom left corner features the Tribute logo and the phone number 1-800-TRIBUTE.

Shipping	Order#	TCOM#	Order Date	PO Nbr	Entered By	Placed By	Expedite
	102913	1394	06/13/2001	12345	web	BRAD	<input type="checkbox"/>
Track	102824	1297	08/17/2000	123456	web	STEVEN	<input type="checkbox"/>
	102831	1307	08/17/2000	123456	web	STEVEN	<input type="checkbox"/>
Track	102902	1370	08/17/2000	123456	web	NANCY	<input type="checkbox"/>

Expedite Selected Orders

PO Number search

From this list, you can view the details for an individual order by clicking the Order# button. Refer to [Viewing Order Detail](#), below.

You can track a certain shipment by clicking the Track button (if it is displayed). Refer to [Viewing Invoice Tracking Information](#) for more information.

You can also expedite specific orders from this screen using the Expedite column. Refer to [Expediting Orders](#) for more information.

Searching by Order Number

You can enter a partial or complete vendor order number to use for the search, then click the GO button. If a record is found that starts with the characters you entered, it will be displayed on the screen.

The screenshot displays the t-commerce software interface. At the top, the Tribute logo is on the left, and user information (User: Jane Doe, Company: CONCORD INC, Date: Monday, 08/08/2005) and the t-commerce logo (Powered By R07.2, A Product of Tribute Software, Log Out) are on the right. Below this is a navigation bar with buttons: Map It, Contact Us, Links, Open Orders, Invoiced Orders, Account Summary, and View Order Queue. The main section is titled 'Part Finder' and shows a search result for '10294' with the message 'Your search for 10294 returned 1 Records.' Below this is a table with columns: Shipping, Order#, TCOM#, Order Date, PO Nbr, Entered By, Placed By, and Expedite. The table contains one row with the following data: Track, 102946, 1432, 06/25/2001, CCPOXXX, web, JANE DOE, and an unchecked checkbox. Below the table is a button labeled 'Expedite Selected Orders'. On the left side of the interface, there is a 'Quick Entry' section with a 'GO' button and an 'OFF' button. Below this is an 'Order Finder' section with a search input field containing '10294', radio buttons for 'PO Number', 'Order Number' (selected), and 'TCOM Number', and a 'GO' button.

Shipping	Order#	TCOM#	Order Date	PO Nbr	Entered By	Placed By	Expedite
Track	102946	1432	06/25/2001	CCPOXXX	web	JANE DOE	<input type="checkbox"/>

Order Number search

From this list, you can view the details for an individual order by clicking the Order# button. Refer to [Viewing Order Detail](#), below.

You can track a certain shipment by clicking the Track button (if it is displayed). Refer to [Viewing Invoice Tracking Information](#) for more information.

You can also expedite specific orders from this screen using the Expedite column. Refer to [Expediting Orders](#) for more information.

Searching by TCOM Number

You can enter a partial or complete TCOM number to use for the search, then click the GO button. If a record is found that starts with the characters you entered, it will be displayed on the screen.

User: Jane Doe
Company: CONCORD INC
Date: Monday, 08/08/2005

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Part Finder
Your search for 143 returned 3 Records.

Item Number ☐ Description ☐ **GO**
Quick Entry OFF

Order Finder
143 **GO**
PO Number ☐ Order Number ☐ TCOM Number ☒

Shipping	Order#	TCOM#	Order Date	PO Nbr	Entered By	Placed By	Expedite
Track	102884	30037	08/17/2000	123	web	STEVEN	<input type="checkbox"/>
	102896	30044	08/17/2000	TEST CHANGE ACK EMAIL	web	KEN	<input type="checkbox"/>
	102946	1432	06/25/2001	CCPOXXX	web	JANE DOE	

[Expedite Selected Orders](#)

TCOM Number search


From this list, you can view the details for an individual order by clicking the Order# button. Refer to [Viewing Order Detail](#), below.

You can track a certain shipment by clicking the Track button (if it is displayed). Refer to [Viewing Invoice Tracking Information](#) for more information.

You can also expedite specific orders from this screen using the Expedite column. Refer to [Expediting Orders](#) for more information.

Viewing Order Detail

Click the Order# button for an order to display detail information about it.



User: Jane Doe
 Company: CONCORD INC
 Date: Wednesday, 06/06/2001

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Part Finder


☐ Item Number
☐ Description
Quick Entry

GO

Order Finder

☐ PO Number
☐ Order Number
☒ TCOM Number

GO


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Open Order Detail for 102852 (TCOM Number 60021)

Customer:	C0001	Ship Alt:	00
Bill To:	CONCORD INC. 2800 N. 7TH AVENUE FARGO, ND 58102	Ship to:	CONCORD INC. 567 HOMEWOOD AVENUE BILLINGS, MT 45666
Ordered:	08/17/2000	PO Number:	TIM
Ship Via:		Entered By:	web
Markings:		Placed By:	JANE DOE

Line#	Item/Description	Your Price	Open	Shipped	Line Total	Expedite	Last Ship
10	DA020001 RING 15/20/29	\$.8625	40.0	0.0	\$ 34.5000	<input type="checkbox"/>	
Customer Part					Est Ship	11/13/2000	
Open Total:					\$ 34.5000		

Order totals do not include freight, handling or taxes.

Expedite Items

Printable Open Order

Shipment Track

The Order Detail screen displays the information you entered when you placed the t-commerce order, along with some additional fields. The Shipped column displays the quantity of the item that has been shipped. The Last Ship column displays the date on which the most recent shipment of the line occurred. The Est Ship field displays the estimated ship date for this order (if this option has been activated by your vendor).

If you want to expedite certain items on the order, you can select them by clicking the appropriate box(es) in the Expedite column, then clicking the Expedite Items button at the bottom of the screen. This will send an email message to your vendor requesting that those items be expedited. Refer to [Expediting Items](#), below.

You can also click the Printable Open Order button to open a new window containing just the order. You can then print a copy of the order using your Internet browser.

You can click the Shipment Track button to display freight tracking information for this order, if available. Refer to [Viewing Order Tracking Information](#), below.

Viewing Orders Using the Open Orders Tab

The Open Orders Tab allows you to view open orders which have not yet been invoiced.

Open Orders for CONCORD INC, Customer# C0001

Sort by: Sales Order Number In: Ascending order. Apply New Sort

Shipping	Order#	TCOM Order#	Order Date	PO Nbr	Entered By	Placed By	Expedite
Track	102834	30005	08/17/2000	TEST TRACK 1	KDC	KEN	<input type="checkbox"/>
	102835	30006	08/17/2000	TEST TRACK 2 (NO TRACK)	web	JANE DOE	<input type="checkbox"/>
Track	102836	30007	08/17/2000	TEST TRACKING 3 (2 RELEAS	web	JANE DOE	<input type="checkbox"/>
Track	102837	30008	08/17/2000	TEST TRACK # (FED X)	web	JANE DOE	<input type="checkbox"/>
Track	102838	30009	08/17/2000	TEST TRACK# (FEDX VOID)	web	JANE DOE	<input type="checkbox"/>
Track	102839	30010	08/17/2000	TEST TRACK # (FEDX MULTIP	web	JANE DOE	<input type="checkbox"/>
	102840	30011	08/17/2000	TEST NO ACK EMAIL (CO DEF	web	KEN	<input type="checkbox"/>
	102900	30046	08/17/2000	LINE NUMBER TEST	web	JANE DOE	<input type="checkbox"/>
	102906	30049	08/17/2000	NEW MAIL TEST	web	JANE DOE	<input type="checkbox"/>
	102947	1433	06/25/2001	JGHH7777	web	JANE DOE	<input type="checkbox"/>

Expedite Selected Orders

You can sort the grid using the drop-down fields in the top row. You can sort by the following information in either ascending or descending order:

- Sales order number
- TCOM order number
- Order date
- Purchase order number

Click the Apply New Sort button to re-sort the grid according to the new parameters.


From this list, you can view the details for an individual order by clicking the Order# button. Refer to [Viewing Order Detail](#), below.

You can track a certain shipment by clicking the Track button (if it is displayed). Refer to [Viewing Invoice Tracking Information](#) for more information.

You can also expedite specific orders from this screen using the Expedite column. Refer to [Expediting Orders](#) for more information.

Viewing Order Detail

Click the Order# button for an order to display detail information about it.



User: Jane Doe
 Company: CONCORD INC
 Date: Wednesday, 06/06/2001

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Part Finder

☐ Item Number
☐ Description

GO

Quick Entry

Order Finder

60021

☐ PO Number
☐ Order Number
☒ TCOM Number

GO

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Open Order Detail for 102852 (TCOM Number 60021)

Customer:	C0001	Ship Alt:	00
Bill To:	CONCORD INC. 2800 N. 7TH AVENUE FARGO, ND 58102	Ship to:	CONCORD INC. 567 HOMEWOOD AVENUE BILLINGS, MT 45666
Ordered:	08/17/2000	PO Number:	TIM
Ship Via:		Entered By:	web
Markings:		Placed By:	JANE DOE

Line#	Item/Description	Your Price	Open	Shipped	Line Total	Expedite	Last Ship
10	DA020001 RING 15/20/29	\$.8625	40.0	0.0	\$ 34.5000	<input type="checkbox"/>	
Customer Part				Est Ship	11/13/2000		
Open Total:					\$ 34.5000		

Order totals do not include freight, handling or taxes.

Expedite Items

Printable Open Order

Shipment Track

The Order Detail screen displays the information you entered when you placed the t-commerce order, along with some additional fields. The Shipped column displays the quantity of the item that has been shipped. The Last Ship column displays the date on which the most recent shipment of the line occurred. The Est Ship field displays the estimated ship date for this order (if this option has been activated by your vendor).


If you want to expedite certain items on the order, you can select them by clicking the appropriate box(es) in the Expedite column, then clicking the Expedite Items button at the bottom of the screen. This will send an email message to your vendor requesting that those items be expedited. Refer to [Expediting Items](#), below.

You can click the Printable Open Order button to open a new window containing just the order. You can then print a copy of the order using your Internet browser.


You can click the Shipment Track button to display freight tracking information for this order, if available. Refer to [Viewing Order Tracking Information](#), below.

Viewing Orders with No Open Lines

If you view detail for an order, but the order has no open lines remaining, the following screen will display:



User: Jane Doe
Company: CONCORD INC
Date: Wednesday, 06/06/2001

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Part Finder

☒ Item Number ☐ Description

Quick Entry


Order Finder

☐ PO Number ☐ Order Number ☒ TCOM Number

Open Order Detail for 102836 (TCOM Number 30007)

Customer:	C0001	Ship Alt:	00
Bill To:	CONCORD INC. 2800 N. 7TH AVENUE FARGO, ND 58102	Ship to:	CONCORD INC. 567 HOMEWOOD AVENUE BILLINGS, MT 45666
Ordered:	08/17/2000	PO Number:	TEST
Ship Via:	UPS	Entered By:	web
Markings:	TEST TRACKING NUMBER	Placed By:	STEVE

There are no open lines left on this order.


1-800-TRIBUTE

Order header information will display, along with the message “There are no open lines left on this order.”

Click the Invoice Inquiry button to view invoice information for the transaction. Refer to [Viewing Invoice Detail](#), below.

Expediting Orders

When you view open orders (either on the Open Orders tab, or by using the Order Finder), you have the ability to expedite specific orders. Select the orders you want to expedite by clicking the appropriate check box(es) in the Expedite column, then click the Expedite Selected Orders button at the bottom of the screen.

User: Jane Doe
Company: CONCORD INC
Date: Monday, 08/08/2005

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Part Finder

☒ Item Number **GO**
☐ Description
Quick Entry

Order Finder

☒ PO Number **GO**
☐ Order Number
☐ TCOM Number

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[Back to Open Orders](#)

You will receive e-mail confirmation of your request.

Expedite request for multiple Sales Orders

Name:

Company:

Phone:

Fax:

Email:

Additional Comments:

Name: Your individual user's name, up to 50 characters long. Entry in this field defaults from your vendor's records. Entry in this field is required.

Company: Your company name, up to 35 characters long. Entry in this field defaults from your vendor's records.

Phone: Your 12-character telephone number, in the format: XXX-XXX-XXXX. Entry in this field defaults from your vendor's records. Entry in this field is required.

Fax: A field for entry of your 12-character fax number, in the format: XXX-XXX-XXXX. Entry in this field defaults from your vendor's records.

Email: Your email address, up to 50 characters long. Entry in this field defaults from your vendor's records. Entry in this field is required. If you do not want to enter an email address, you can enter "N/A" in this field.

NOTE

Your email address must meet the following criteria:

- Must contain at least 5 characters (for example, “x@y.z”) but no more than 50 characters
- Must contain exactly one “@” symbol which cannot be the last character
- Must contain at least one “.” (period) which cannot be the last character
- Cannot contain embedded blanks

Additional Comments: A message will default in this area, listing the orders you selected for expediting. You enter any additional comments in this area as well.

When all entries are correct, click the Submit Request button to send the message to your vendor. A copy of the email message will be sent to you as well (if you filled in the Email field).

You can also click the Back to Open Orders link at the top of the screen to view all open orders for your company, without making an expedite request.

Expediting Items

When you view detail on an open order (by clicking the Open Orders tab or by using the Order Finder), you have the opportunity to expedite individual items on the order, or the entire order. Select the items you want to expedite by clicking the appropriate box(es) in the Expedite column, then clicking the Expedite Items button at the bottom of the screen. (If you want to expedite the entire order, do not select any lines - simply click the Expedite Items button.)

The screenshot shows the t-commerce software interface. At the top, the Tribute logo is on the left, and user information (Jane Doe, CONCORD INC, Wednesday, 06/06/2001) and the t-commerce logo (Powered By R07.2, Log Out) are on the right. Below the logo is a navigation bar with buttons: Contact Us, Links, Open Orders, Invoiced Orders, Account Summary, and View Order Queue. The main content area is divided into two columns. The left column contains a 'Part Finder' section with a search box, radio buttons for 'Item Number' and 'Description', a 'GO' button, and a 'Quick Entry' section with a 'OFF' button. Below this is an 'Order Finder' section with a search box, radio buttons for 'PO Number', 'Order Number', and 'TCOM Number', and a 'GO' button. The right column contains a 'Back to Open Orders' link, a red message 'You will receive e-mail confirmation of your request.', and a title 'Expedite request for 102852'. Below this is a form with fields for Name (Jane Doe), Company (Concord Inc), Phone ((330)5555555), Fax ((330)5556666), and Email (janedoe@concord.com). There is also an 'Additional Comments' section with a text area containing the text 'On Sales Order 102852 : Please expedite line 10 for DAO20001'. At the bottom of the form is a 'Submit Request' button.

Name: Your individual user's name, up to 50 characters long. Entry in this field defaults from your vendor's records. Entry in this field is required.

Company: Your company name, up to 35 characters long. Entry in this field defaults from your vendor's records.

Phone: Your 12-character telephone number, in the format: XXX-XXX-XXXX. Entry in this field defaults from your vendor's records. Entry in this field is required.

Fax: A field for entry of your 12-character fax number, in the format: XXX-XXX-XXXX. Entry in this field defaults from your vendor's records.

Email: Your email address, up to 50 characters long. Entry in this field defaults from your vendor's records. Entry in this field is required. If you do not want to enter an email address, you can enter "N/A" in this field.

NOTE

Your email address must meet the following criteria:

- Must contain at least 5 characters (for example, "x@y.z") but no more than 50 characters
- Must contain exactly one "@" symbol which cannot be the last character
- Must contain at least one "." (period) which cannot be the last character
- Cannot contain embedded blanks

Additional Comments: A message will default in this area, listing the items you selected for expediting. You enter any additional comments in this area as well.

When all entries are correct, click the Submit Request button to send the message to your vendor. A copy of the email message will be sent to you as well (if you filled in the Email field).

You can also click the Back to Open Orders link at the top of the screen to view all open orders for your company, without making an expedite request.

Viewing Order Tracking Information

When you view orders (by clicking the Open Orders tab or by using the Order Finder), you can click the Track button for an order to display its freight tracking information, if available.

Shipment Detail for 102837					
Transaction	Carrier	Ship Method	Weight	Dated	Tracking No
102837-001- DI	UPS	NEXT DAY AIR	11.00	09/16/00	792616060160

All releases of the order will display. The screen will list the vendor transaction number (order number), the freight carrier and shipment method chosen for this shipment, the weight, the date shipped, and the tracking number assigned to the shipment.

If the shipment was voided, the word "Void" will display to the right of the tracking number.

If the tracking number is displayed as a hyperlink (that is, if it is displayed in a different color and underlined), you can click on it to travel to the freight carrier's website and view the carrier's tracking detail on the order. (Your vendor can choose whether to enable this function or not.)

Viewing Invoiced Orders

The Invoiced Orders Tab allows you to view orders which have been invoiced. You can select invoices for viewing by date or by header records.

Invoice Finder by Date

You can use the drop-down lists to enter a date range for viewing invoiced orders. After you click the GO button, any orders with an invoice date contained within the date range will be displayed.

Displaying 15 invoices found.

Shipping	Order Number	Type	PO Number	TCOM Order#	Invoiced	Shipped	Placed By
Track	102834-001	NORMAL	TEST	30005	08/17/2000	08/17/2000	STEVE
Track	102836-001	NORMAL	TEST	30007	08/17/2000	08/17/2000	STEVE
Track	102836-002	NORMAL	TEST	30007	08/17/2000	08/17/2000	STEVE
Track	102837-001	NORMAL	TEST	30008	08/17/2000	08/17/2000	STEVE
Track	102838-001	NORMAL	TEST	30009	08/17/2000	08/17/2000	STEVE


You can sort the grid using the drop-down fields in the top row. You can sort by the following information in either ascending or descending order:

- Invoice number
- Invoiced date
- Shipped date
- TCOM order number
- Purchase order number

Click the Apply New Sort button to re-sort the grid according to the new parameters.

Invoice Finder by Header Record

You can enter a partial or complete PO number, TCOM number, or invoice number to use for the search, then click the GO button. If records are found that start with the characters you entered, they will be displayed on the screen.



User: Jane Doe
 Company: CONCORD INC
 Date: Wednesday, 06/06/2001

t-commerce
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[Links](#)
[Open Orders](#)
[Invoiced Orders](#)
[Account Summary](#)
[View Order Queue](#)

Part Finder

☒ Item Number **GO**
☐ Description
Quick Entry OFF

Order Finder


☒ PO Number **GO**
☐ Order Number
☐ TCOM Number

Displaying 1 invoices found.

Shipping	Order Number	Type	PO Number	TCOM Order#	Invoiced	Shipped	Placed By
Track	102837-001	NORMAL	TEST	30008	06/17/2000	06/17/2000	STEVE

Viewing Invoice Detail

Click the Order Number button for an invoice to display detail about it.



User: Jane Doe
 Company: CONCORD INC
 Date: Wednesday, 06/06/2001

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[Account Summary](#)
[View Order Queue](#)

Part Finder

☒ Item Number
☐ Description


GO

Quick Entry OFF

Order Finder

☒ PO Number
☐ Order Number
☐ TCOM Number

GO


1-800-TRIBUTE

Invoice Detail for 102837-001

Customer:	C0001	Ship Alt:	00
Bill To:	CONCORD INC. 2800 N. 7TH AVENUE FARGO, ND. 58102	Ship to:	CONCORD INC. 567 HOMEWOOD AVENUE BILLINGS, MT 45666
Ordered:	08/17/2000	Shipped:	08/17/2000
PO Number:	TEST TRACK # (FED X)	Invoice Type:	NORMAL
Ship Via:	FEDEX	Entered By:	web
Markings:	TEST	Placed By:	STEVE

Line	Item/Description	Ordered Qty	Shipped Qty	Your Price	Total Line
10	4-FTX-S FITTING	5.0	0.0	\$ 2.8500	\$.0000
Customer Part					
Material:					\$.0000
Sales Tax:					\$.0000
Freight:					\$ 13.5000
Total Invoice:					\$ 13.5000

Printable Invoice

Shipment Track

Copy Items To Queue

You can click the Printable Invoice button to open a new window containing just the invoice. You can then print a copy of the invoice using your Internet browser.

You can click the Shipment Track button to display freight tracking information for this invoice, if available. Refer to [Viewing Invoice Tracking Information](#), below.

You can click the Copy Items To Queue button if you want to take the items and quantities ordered on this invoice and copy them into your current order queue. Refer to [Copying Items to Order Queue](#), below.

Viewing Invoice Tracking Information

When you view invoices (by clicking the Invoiced Orders tab or by using the Invoice Finder), you can click the Track button for an invoice to display its freight tracking information, if available.

Shipment Detail for 102837					
Transaction	Carrier	Ship Method	Weight	Dated	Tracking No
102837-001- DI	UPS	NEXT DAY AIR	11.00	09/16/00	792616060160

The screen will display the vendor transaction number (invoice number), the shipment method chosen for this shipment, the weight, the date shipped, and the tracking number assigned to the shipment.


If the shipment was voided, the word “Void” will display to the right of the tracking number.

If the tracking number is displayed as a hyperlink (that is, if it is displayed in a different color and underlined), you can click on it to travel to the freight carrier’s website and view the carrier’s tracking detail on the order. (Your vendor can choose whether to enable this function or not.)

Copying Items to Order Queue

When viewing invoice detail, you can use the Copy Items To Queue option to copy the items and quantities contained on an invoice into your order queue. This gives you a quick way to reorder items without the need to enter a new order line by line “from scratch”. For example, if an invoice from last month contained 20 lines of items, and this month you want to reorder 18 of the 20 lines, you can use the Copy option to copy all 20 lines into your order queue, and then delete the 2 unwanted lines.

After clicking the Copy Items To Queue button, the following screen appears:

		User: Jane Doe Company: CONCORD INC Date: Wednesday, 06/06/2001		Powered By t-commerce R07.2 A Product of Tribute Software Log Out							
<div> Map Contact Us Links Open Orders Invoiced Orders Account Summary View Order Queue </div>											
Part Finder <input type="text"/> <input checked="" type="radio"/> Item Number GO <input type="radio"/> Description Quick Entry OFF		Copy Items to Queue <table border="1"> <thead> <tr> <th>Line</th> <th>Item/Description</th> <th>Ordered Qty</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>4-FTX-S FITTING</td> <td>5.0</td> </tr> </tbody> </table> <div> <input type="text"/> Customer Part </div> <div> <input type="button" value="Accept"/> <input type="button" value="Back To Invoice"/> </div>				Line	Item/Description	Ordered Qty	10	4-FTX-S FITTING	5.0
Line	Item/Description	Ordered Qty									
10	4-FTX-S FITTING	5.0									
Order Finder <input type="text"/> <input checked="" type="radio"/> PO Number GO <input type="radio"/> Order Number <input type="radio"/> TCOM Number											


Click the Accept button to copy the displayed item numbers, customer part numbers, and quantities into your order queue (your order queue will then display).

- If no lines exist in your current queue, a new queue will be created using the Ship-To information from the invoice.
- If you have a current order queue, the copied lines will be appended to the end of the queue, leaving the previous lines and Ship-To unchanged.
- After the information is copied, you can then change the quantity on a line or delete lines as needed.
- The pricing procedure will be reapplied to each line when it is copied.
- Bill of materials component lines and comment lines will not be included in the display, and cannot be copied.

Click the Back To Invoice button to return to the Invoice Detail display without adding any items to your order queue.

Viewing Account Summary

This area allows you to view your account summary and ship to information. You can use the View Summary button to see the individual invoices that make up an aging total. You can use the Print Statement button to print a statement. If your vendor accepts online credit card payments, you can use the Pay Invoices by Credit Card button to pay an invoice by credit card.



User: Jane Doe
 Company: CONCORD INC
 Date: Wednesday, 06/06/2001

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Account Master Record


Part Finder

☐ Item Number GO
☐ Description

Quick Entry OFF

Order Finder

☐ PO Number GO
☐ Order Number
☐ TCOM Number


1-800-TRIBUTE

CONCORD INC., (CONCORD INC.) 2800 N. 7TH AVENUE FARGO, ND 58102		Accounts Payable \$45,822.99
		Backlog \$18,511.57
		Phone: 216-762-3341
Credit Limit:		Pre Approved
Accounts Payable Balance		\$45,822.99
Current		\$4,609.53
1-30 Days		\$0.00
31-60 Days		\$0.00
61-90 Days		\$0.00
91+ Days		\$41,213.46

Print Statement
View Summary

Pay Invoices by Credit Card

Ship To Addresses

CONCORD INC. (00) 567 HOMEWOOD AVENUE BILLINGS, MT 45666	Phone: 701-283-0999
	Fax:
	Ship Via: ROADWAY
CONCORD INC. (01) 487 J. STREET PERRYSBURG, OH 43551	Phone: 419-661-1233
	Fax: 419-661-1251
	Ship Via: ROADWAY

Account Summary Tab

Account Master Record Fields

Your company name and address displays at the upper left corner of the table.

Accounts Payable: The total amount due on your invoices for this vendor.

Backlog: The total value of items on open sales orders at this vendor.

Phone: Your 12-character telephone number, in the format: XXX-XXX-XXXX. Entry in this field defaults from your vendor's records.

Credit Limit: Your credit limit as set by your vendor.

Accounts Payable Balance: The total amount due on your invoices for this vendor.

Current, 1-30 Days, 31-60 Days, 61-90 Days, 91+ Days: These fields display the dollar amount of your accounts payable balance that falls within each of five different aging periods (Current, 1-30, 31-60, 61-90, and 91+).

Ship To Addresses Fields

Each of your company's ship-to addresses will display on the left side of the box.

Phone: The 12-character telephone number for this ship-to address, in the format: XXX-XXX-XXXX.

Fax: The 12-character fax number for this ship-to address, in the format: XXX-XXX-XXXX.

Ship Via: The primary carrier for this ship-to address.

Print a Statement

You can click the Print Statement button to open a new window containing just a Statement of Account. You can then print a copy of the statement using your Internet browser.

View Summary of Invoices for an Aging Period

For each aging period that contains a dollar value, you can click the View Summary button to see the individual invoices that make up the total.

User: Jane Doe
Company: CONCORD INC
Date: Wednesday, 06/16/2001

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[Map](#) [Contact Us](#) [Links](#) [Open Orders](#) [Invoiced Orders](#) [Account Summary](#) [View Order Queue](#)

Part Finder

☐ Item Number ☐ Description **GO**

Quick Entry

Order Finder

☐ PO Number ☐ Order Number ☐ TCOM Number **GO**

Aging Summary for Current

Listed below are your open balances. For complete detail of your account, please contact our Accounts Receivable department.

Reference Number	Trans Code	Customer PO Number	Due Date	Trans Date	Scheduled Payments	Pending CC Trans	Amount Due
102909001	DI		07/12/2001	06/12/2001	No	No	\$4,580.53
102922001	DI	TEST WEB COMMENT	07/14/2001	06/14/2001	No	No	\$29.00
102951001	DI		07/25/2001	06/25/2001	No	No	\$61.56
102952001	DI		07/25/2001	06/25/2001	No	No	\$61.56
Total							\$4,732.65

[Back to Account Summary](#)

Click the Back to Account Summary button to return to the Account Summary display.

Click the Reference Number button for a specific invoice to view that invoice in detail. (Some reference numbers will not have a button available. For example, "On account" payments and other transactions that do not correspond directly to an invoice will not be available as a button.) Refer to [Viewing Invoice Detail](#), above. Be aware that the invoice detail will display the entire invoice total, not just the Amount Due that is displayed in the Summary screen.

Pay an Invoice Using a Credit Card

If your vendor accepts online credit card payments, you will see a Pay Invoices by Credit Card button on the Account Summary screen. Click this button to pay an invoice by credit card. (You must already have at least one credit card number on file with your vendor.)

The screenshot shows the t-commerce interface. At the top, the user is logged in as Marion Power Shovel, with the company name MARION POWER SHOVEL and the date Friday, 10/05/2007. The interface includes a navigation bar with buttons for Contact Us, Links, Open Orders, Invoiced Orders, Account Summary, and View Order Queue. The Account Summary button is highlighted. Below the navigation bar, there are two main sections: Part Finder and Order Finder. The Part Finder section has a search box and radio buttons for Item Number and Description. The Order Finder section has a search box and radio buttons for PO Number, Order Number, and TCOM Number. To the right of these sections, a message says "Please select which pre-authorized credit card to use to pay invoices." Below this message is a table with columns: Card Number Ending in, Card Type, Card Holder Name, and Expire Date. The table contains one row with the values 4444, Visa, Marion Power Shovel, and 09/10. A Select button is located to the right of the table.

Card Number Ending in	Card Type	Card Holder Name	Expire Date
4444	Visa	Marion Power Shovel	09/10

You will see a list of the credit cards your vendor has on file. Click the Select button to the right of the credit card you want to use for payment.

The screenshot shows the t-commerce interface. At the top, the user is logged in as Marion Power Shovel, with the company name MARION POWER SHOVEL and the date Friday, 10/05/2007. The interface includes a navigation bar with buttons for Contact Us, Links, Open Orders, Invoiced Orders, Account Summary, and View Order Queue. The Account Summary button is highlighted. Below the navigation bar, there are two main sections: Part Finder and Order Finder. The Part Finder section has a search box and radio buttons for Item Number and Description. The Order Finder section has a search box and radio buttons for PO Number, Order Number, and TCOM Number. To the right of these sections, a message says "Please select the invoices to pay." Below this message is a table with columns: Reference Number, Trans Code, Customer PO, Trans Date, Scheduled Payments, Current, 1 to 30, 31 to 60, 61 to 90, and 91 & Over. The table contains 10 rows of invoice data. A message above the table says "(These invoices will be billed to Marion Power Shovel's Visa credit card ending in 4444 when processed.)". An Accept button is located at the bottom of the table.

Reference Number	Trans Code	Customer PO	Trans Date	Scheduled Payments	Current	1 to 30	31 to 60	61 to 90	91 & Over
100573002	DI	JOE BOB	08/17/2000	No					\$1,596.00
100576002	DI		08/17/2000	No					\$170.61
100580002	DI	QQQ	08/17/2000	No					\$654.36
100583002	DI	VERBAL	08/17/2000	No					\$115.00
100589001	DI		08/17/2000	No					\$182.00
102909001	DI		06/12/2001	No	\$4,580.53				
102922001	DI	TEST WEB COMMENT	06/14/2001	No	\$29.00				
102951001	DI		06/25/2001	No	\$61.56				
102952001	DI		06/25/2001	No	\$61.56				

You will see a list of open invoices. Select the invoices you want to pay by clicking the appropriate check box(es) in the far right column, then click the Accept button at the bottom of the screen.

After you click Accept, you will see a "Processing ..." message. Do not close the screen or log out of t-commerce until the message disappears and you return to the Account Summary screen.

Changing Customer Accounts

If you are set up as an “internal salesperson” for the t-commerce vendor, you will see the “Change Acct” tab displayed at the left of your screen. This allows you to enter t-commerce orders for multiple customer accounts.

The screenshot shows the t-commerce software interface. At the top, the 't-commerce' logo is on the left, and user information (User: Jane Doe, Company: CONCORD INC, Date: Wednesday, 06/06/2001) is on the right. Below the logo is a navigation bar with buttons: 'Change Acct' (highlighted), 'Links', 'Open Orders', 'Invoiced Orders', 'Account Summary', and 'View Order Queue'. The left sidebar contains two sections: 'Part Finder' with a search box and radio buttons for 'Item Number' and 'Description', and 'Order Finder' with a search box and radio buttons for 'PO Number', 'Order Number', and 'TCOM Number'. The main content area is titled 'Change Account' and contains four input fields: 'Customer Number:', 'Default ShipTo No.:', 'Expedite Email:', and 'Order Acknowledgement Email:'. Below these fields are 'Accept' and 'Cancel' buttons. The bottom of the sidebar features the 'Tribute' logo and the phone number '1-800-TRIBUTE'.

Change Acct Tab

Customer Number: The customer’s 5-character identification number within TRIBUTE.

Default ShipTo No: A 2-digit field for entry of the default shipping location for this user.

Expedite Email: The email address for the customer, up to 150 characters long, to be used when an order is expedited. When you expedite an order on behalf of your customer, this is the customer address that you want the t-commerce system to send the expedite message to. This field can contain a single email address, or multiple email addresses separated by a comma (for example: “JaneDoe@yourcompany.com, JohnDoe@yourcompany.com”).

Order Acknowledgement Email: The email address for the customer, up to 150 characters long, to be used when an order is acknowledged. When you place an order on behalf of your customer, this is the customer address that you want the t-commerce system to send the acknowledgement message to. This field can contain a single email address, or multiple email addresses separated by a comma (for example: “JaneDoe@yourcompany.com, JohnDoe@yourcompany.com”).

NOTE

Email addresses must meet the following criteria:

- Must contain at least 5 characters (for example, “x@y.z”) but no more than 150 characters
- Must contain exactly one “@” symbol which cannot be the last character
- Must contain at least one “.” (period) which cannot be the last character
- Cannot contain embedded blanks

Click the Accept button to change to the entered customer’s account. Your entire t-commerce screen will redisplay with the new customer’s information. A blank order queue will display.

NOTE

If you have any lines in the order queue for your current customer, **THEY WILL BE DELETED** when you change to a new customer. Be sure to update any order in the current queue before you switch to another customer.

NOTE

The following fields are validated against TRIBUTE® when you click the Accept button:

* Customer Number


* Default Ship To No. (not a required field)

If one or both of these entries is not valid in TRIBUTE®, a message will appear, to notify you that you must change your entry. Click on the “Change Acct” tab again to reenter these fields.

Click the Cancel button to return to the order queue for the current customer.


Contact Us Tab

From this area, you can create and send an e-mail message to your vendor.




User: Jane Doe
Company: CONCORD
Date: Monday, 02/19/2001

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[Contact Us](#) [Links](#) [Open Orders](#) [Invoiced Orders](#) [Account Summary](#) [View Order Queue](#)


Part Finder

☒ Item Number 
☐ Description

Quick Entry

Order Finder

☒ PO Number 
☐ Order Number
☐ TCOM Number


1-800-TRIBUTE

Please contact us with any questions or comments you might have:

TRIBUTE INC.
1696 GEORGE TOWNROAD
HUDSON , OH 44236
Phone: 216-656-3006 • Fax: 216-656-3464

You can use the Email form below to communicate with us,
or select someone from the [Additional Contacts](#) list.

Name:

Company:

Phone:

Fax:

Email:

Message:

Name: Your individual user's name, up to 50 characters long. Entry in this field defaults from your vendor's records. Entry in this field is required.

Company: Your company name, up to 35 characters long. Entry in this field defaults from your vendor's records.

Phone: Your 12-character telephone number, in the format: XXX-XXX-XXXX. Entry in this field defaults from your vendor's records. Entry in this field is required.

Fax: A field for entry of your 12-character fax number, in the format: XXX-XXX-XXXX. Entry in this field defaults from your vendor's records.

Email: Your email address, up to 50 characters long. Entry in this field defaults from your vendor's records. Entry in this field is required. If you do not want to enter an email address, you can enter "N/A" in this field.

NOTE

Email addresses must meet the following criteria:

- Must contain at least 5 characters (for example, "x@y.z") but no more than 50 characters
- Must contain exactly one "@" symbol which cannot be the last character
- Must contain at least one "." (period) which cannot be the last character
- Cannot contain embedded blanks

Message: An area for you to enter your message.

When all entries are correct, click the Send Message button to send the message to your vendor.

If your vendor has additional contacts listed at the bottom of the screen, you can click on a name to send a message directly to that person. A new message will open up in your default email program.

Links Tab

From this area you can view and follow links to related web sites.



Links Tab

Clicking one of the links will open that web site in a new window of your web browser.

The Links Tab is only displayed if the vendor has chosen to add links to the site.

Viewing Driving Directions to Your Vendor

At the top left corner of the t-commerce website, you will see an icon with a globe and the words "Map It".



If you click on this icon, driving directions from your address to your vendor's address will be generated using MapQuest.com (based on your address information as stored in your vendor's computer). This map will open in a new window in your web browser.

Help | Home **My MapQuest** | Login | Join

MAPQUEST
where to go, how to get there!

Car insurance.
Get a free eQuote.

Travelers Insurance
Member of citigroup

MAPS **DRIVING DIRECTIONS** ROAD TRIP PLANNER TRAFFIC YELLOW & WHITE PAGES CITY GUIDE MY MAPQUEST

Driving Directions Options
 ■ [Get New Driving Directions](#)
 ■ [Locations Along the Way](#)

Sponsors
 avoid traffic!
Get FREE Real-Time Traffic Reports!
 avoid traffic!
Get FREE Real-Time Traffic Reports!
 find it and get there!
yellow pages

Driving Directions Results HELP ?

FROM: [800-899]HOMEWOOD PARK DR
BILLINGS, MT 45666 US
[Save this Address](#)

TO: 1696 GEORGETOWN RD HUDSON,
OH 44236-4094 US
[Save this Address](#)

Total Distance: 1617.2 miles (2602.5 km) **Total Estimated Time:** 27 hours, 12 minutes

PRINT **DOWNLOAD TO PDA** **E-MAIL** **FAX** **REVERSE DIRECTIONS**

DIRECTIONS	DISTANCE
1: Start out going South on 64TH ST W towards KING AVE W by turning right.	1.8 miles (2.9 km)
2: Take KING AVE W.	6.1 miles (9.8 km)
3: Take the I-90 E exit.	0.3 miles (0.5 km)
4: Merge onto I-90 E.	9.9 miles (16.0 km)
5: Stay straight to go onto I-94 E.	824.2 miles (1326.4 km)
6: Take the I-694 E exit on the left.	0.1 miles (0.2 km)
7: Merge onto I-694 E.	11.5 miles (18.6 km)
8: Take the I-35E S/AUS-10 exit, exit number 46, towards ST PAUL.	0.3 miles (0.5 km)

MOVING TO A NEW CITY?
Schools GO

Live Traffic Reports
 ■ [Cleveland Traffic](#)

Yellow Pages
 Search Hudson for:
 Select One
 Search

City Guide
 by digitalcity
 ■ [Cleveland Dining](#)
 ■ [Cleveland News](#)
 ■ [Cleveland Movies](#)
 ■ [Cleveland Entertainment](#)

NOTE

If MapQuest.com cannot find your address, you will be taken to MapQuest's input screen, where you can correct your address information.

NOTE

If you are set up as an "internal salesperson" for the t-commerce vendor, you will receive driving directions from your vendor branch to the address of the customer you are currently accessing.

Appendix A

Sample email acknowledgement

Thank you Jane Doe.
Your order has been received by the T-Commerce e-commerce site.
Your t-commerce order number is 1161, please retain this for your records.

The order will ship to:
CONCORD INC.

2800 N. 7TH AVENUE
FARGO ND 58102
Via: UPS RED
PO Number: VERBAL JIM
Markings:

For the following:

Line	Item	Qty	Price	Total
1	ASP-46	4.0	3.6000	14.4000

Total order: \$ 14.4000

Order totals do not include freight, handling or tax.

Appendix B

Sample email expedite request

Expedite request sent via web site form:

NAME: Jane Doe
COMPANY: Concord Inc.
PHONE: 800-874-2883
FAX:
EMAIL: janedoe@concord.com

MESSAGE: On Sales Order 102696 :
Please expedite line 10 for F400S
Please expedite line 30 for 9155916