



# U.S. Network Wholesale Marketplace

## USER MANUAL

### Description

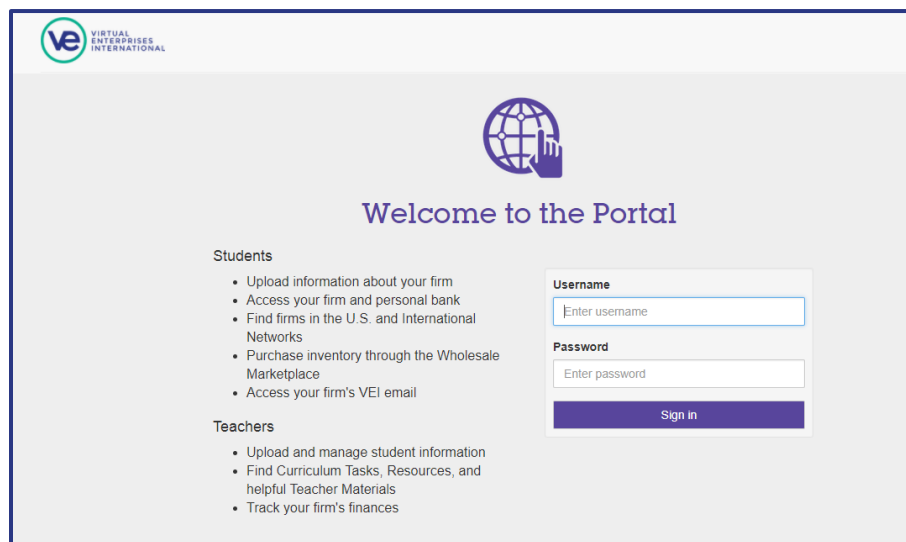
The U.S. Network Wholesale Marketplace application has been created for Virtual Enterprise firms who are merchandise resellers. By using this application, firms will research the marketplace to determine customary wholesale cost of each item they will sell, and will enter these items in their wholesale 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

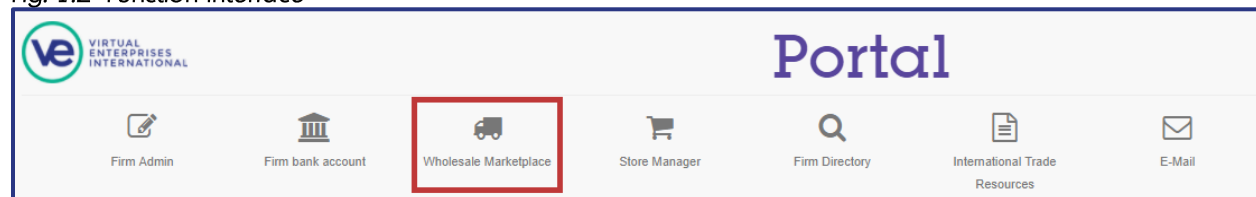
Login to the VEI Portal at the User Interface (<https://portal.veinternational.org/login/>)

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.*

The screenshot shows the 'WholesaleMarketplace' interface. At the top right, it says 'T. Instructor (VEI Test Firm - PF Code US011165) | [Cart](#) | [Return to portal](#) | [Sign out](#)'. The main header includes the 've' logo and 'VIRTUAL ENTERPRISES INTERNATIONAL'. The page title is 'WholesaleMarketplace'. On the left, there is a 'Browse by category:' menu with links for Apparel, Apple Products, Automobiles, Baby stroller, baby strollers, baking goods, Beauty, Beverages, Cell phone case, and Cellphone case. The main content area is titled 'Category Office Furniture' and contains a table with the following data:

| Item         | SKU#  | Cost    | Add to cart                   |  |
|--------------|-------|---------|-------------------------------|--|
| Desk         | 1234  | \$21.00 | Quantity <input type="text"/> | <input type="button" value="Add to cart"/> |
| Desk Chair   | 2345  | \$15.00 | Quantity <input type="text"/> | <input type="button" value="Add to cart"/> |
| Swivel Chair | SC819 | \$50.00 | Quantity <input type="text"/> | <input type="button" value="Add to cart"/> |

At the bottom right of the table area, it says 'Page 1/1: First | Previous | Next | Last'.

## Product Entry Screen

- Click on the **Product Manager** link in the menu pane, then click "Add" 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.

The screenshot shows the 'Product' entry form in the 'WholesaleMarketplace' interface. At the top right, it says 'T. Instructor (VEI Test Firm - PF Code US011165) | [Cart](#) | [Return to portal](#) | [Sign out](#)'. The main header includes the 've' logo and 'VIRTUAL ENTERPRISES INTERNATIONAL'. The page title is 'WholesaleMarketplace'. On the left, there is a 'Browse by category:' menu with links for Apparel, Apple Products, Automobiles, Baby stroller, baby strollers, baking goods, Beauty, Beverages, Cell phone case, Cellphone case, Coach Purse, Corporate Training, Cosmetics, Fitness, and Food. The main content area is titled 'Product' and contains the following form fields:

- Category \* (text input)
- Product name \* (text input)
- SKU \* (text input)  
A unique SKU number, use digits only if possible
- Cost \* (text input with value 0.00)

At the bottom of the form, there are three buttons: 'Save', 'Save and add another', and '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.

### Office Furniture

T. Instructor (VEI Test Firm - PF Code US011165) | [Cart](#) | [Return to portal](#) | [Sign out](#)

**ve** VIRTUAL ENTERPRISES INTERNATIONAL WholesaleMarketplace

Browse by category:  
[Apparel](#)  
[Apparel](#)  
[Apple Products](#)  
[Automobiles](#)  
[Baby stroller](#)  
[baby strollers](#)  
[baking goods](#)  
[Beauty](#)  
[Beverages](#)  
[Cell phone case](#)  
[Cellphone case](#)

Category Office Furniture

| Item         | SKU#  | Cost    | Add to cart                              |                             |
|--------------|-------|---------|--|-----------------------------|
| Desk         | 1234  | \$21.00 | Quantity <input type="text" value="10"/> | <a href="#">Add to cart</a> |
| Desk Chair   | 2345  | \$15.00 | Quantity <input type="text" value="10"/> | <a href="#">Add to cart</a> |
| Swivel Chair | SC819 | \$50.00 | Quantity <input type="text" value="10"/> | <a href="#">Add to cart</a> |

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### Beverages

T. Instructor (VEI Test Firm - PF Code US011165) | [Cart](#) | [Return to portal](#) | [Sign out](#)

**ve** VIRTUAL ENTERPRISES INTERNATIONAL WholesaleMarketplace

Browse by category:  
[Apparel](#)  
[Apparel](#)  
[Apple Products](#)  
[Automobiles](#)  
[Baby stroller](#)  
[baby strollers](#)  
[baking goods](#)  
[Beauty](#)  
[Beverages](#)  
[Cell phone case](#)  
[Cellphone case](#)

Category Beverages

| Item                    | SKU#    | Cost   | Add to cart                             |                             |
|-------------------------|---------|--------|---|-----------------------------|
| Energy Drink            | E1001   | \$1.25 | Quantity <input type="text" value="5"/> | <a href="#">Add to cart</a> |
| Raspberry Vitamin Water | W0173   | \$0.79 | Quantity <input type="text" value="5"/> | <a href="#">Add to cart</a> |
| Tea-Bottled 16 oz       | 1353984 | \$0.67 | Quantity <input type="text" value="5"/> | <a href="#">Add to cart</a> |

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### Apparel

T. Instructor (VEI Test Firm - PF Code US011165) | [Cart](#) | [Return to portal](#) | [Sign out](#)

**ve** VIRTUAL ENTERPRISES INTERNATIONAL WholesaleMarketplace

Browse by category:  
[Apparel](#)  
[Apparel](#)  
[Apple Products](#)  
[Automobiles](#)  
[Baby stroller](#)  
[baby strollers](#)  
[baking goods](#)  
[Beauty](#)  
[Beverages](#)  
[Cell phone case](#)  
[Cellphone case](#)

Category Apparel

| Item         | SKU#   | Cost    | Add to cart                   |                             |
|--------------|--------|---------|-------------------------------|-----------------------------|
| Baseball cap | 12345  | \$5.00  | Quantity <input type="text"/> | <a href="#">Add to cart</a> |
| Socks        | 123456 | \$25.00 | Quantity <input type="text"/> | <a href="#">Add to cart</a> |

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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.

T. Instructor (VEI Test Firm - PF Code US011165) | [Cart \(3\)](#) | [Return to portal](#) | [Sign out](#)

**WholesaleMarketplace**

Browse by category:  
[Apparel](#)  
[Apple Products](#)  
[Automobiles](#)  
[Baby stroller](#)  
[baby strollers](#)  
[baking goods](#)  
[Beauty](#)  
[Beverages](#)  
[Cell phone case](#)  
[Cellphone case](#)  
[Coach Purse](#)  
[Corporate Training](#)  
[Cosmetics](#)  
[Fitness](#)

**Cart**

| #                | Item                         | SKU#  | Cost    | Quantity                                 | Amount          | Remove                                     |
|------------------|------------------------------|-------|---------|--|-----------------|--|
| 1                | <a href="#">Desk</a>         | 1234  | \$21.00 | 10 <input type="button" value="Update"/> | \$210.00        | <input type="button" value="Remove item"/> |
| 2                | <a href="#">Desk Chair</a>   | 2345  | \$15.00 | 10 <input type="button" value="Update"/> | \$150.00        | <input type="button" value="Remove item"/> |
| 3                | <a href="#">Swivel Chair</a> | SC819 | \$50.00 | 10 <input type="button" value="Update"/> | \$500.00        | <input type="button" value="Remove item"/> |
| <b>Subtotal:</b> |                              |       |         |  | <b>\$860.00</b> |  |

Shipping method:  [Shipping rates](#)

### 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.

T. Instructor (VEI Test Firm - PF Code US011165) | [Cart \(3\)](#) | [Return to portal](#) | [Sign out](#)

**WholesaleMarketplace**

Browse by category:  
[Apparel](#)  
[Apple Products](#)  
[Automobiles](#)  
[Baby stroller](#)  
[baby strollers](#)  
[baking goods](#)  
[Beauty](#)  
[Beverages](#)  
[Cell phone case](#)  
[Cellphone case](#)  
[Coach Purse](#)  
[Corporate Training](#)  
[Cosmetics](#)  
[Fitness](#)  
[Food](#)  
[Footwear](#)  
[Fresh Produce](#)  
[furniture](#)  
[Health & Beauty Aid](#)  
[Novelty](#)  
[Office](#)  
[Office Furniture](#)  
[package](#)  
[Parts](#)  
[Photography](#)  
[Purse](#)  
[Safety](#)  
[Stroller](#)  
[Tablets](#)  
[technology](#)  
[textiles](#)  
[Travel](#)  
[wallet](#)  
[Widgets](#)  
[Women's shoe](#)

**Checkout**

**Billing and shipping info**

|                          |                              |
|--------------------------|------------------------------|
| Your name*               | <input type="text"/>         |
| Your PO number/Reference | <input type="text"/>         |
| Company name             | VEI Test Firm                |
| Email                    | testfirm@veinternational.org |
| Address                  | 122 Amsterdam Ave            |
| City                     | Hometown                     |
| State                    | CA                           |
| ZIP code                 | 90745                        |

**Your order**

| #                               | Item         | SKU#  | Cost    | Quantity | Amount          |
|---------------------------------|--------------|-------|---------|----------|-----------------|
| 1                               | Desk         | 1234  | \$21.00 | 10       | \$210.00        |
| 2                               | Desk Chair   | 2345  | \$15.00 | 10       | \$150.00        |
| 3                               | Swivel Chair | SC819 | \$50.00 | 10       | \$500.00        |
| Shipping cost (Ground Shipping) |              |       |         |          | \$15.00         |
| <b>Subtotal:</b>                |              |       |         |          | <b>\$875.00</b> |
| Tax:                            |              |       |         |          | \$0.00          |
| <b>Grand total:</b>             |              |       |         |          | <b>\$875.00</b> |



## Order Acknowledgement Screen

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

T. Instructor (VEI Test Firm - PF Code US011165) | [Cart](#) | [Return to portal](#) | [Sign out](#)

### WholesaleMarketplace

Browse by category:

- [Apparel](#)
- [Apple Products](#)
- [Automobiles](#)
- [Baby stroller](#)
- [baby strollers](#)
- [baking goods](#)
- [Beauty](#)
- [Beverages](#)

#### Order placed

Thank you for your order!

Your order number is: **15610**.

The invoice for this order has been sent to testfirm@veinternational.org.

## Order Summary Screen

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

T. Instructor (VEI Test Firm - PF Code US011165) | [Cart](#) | [Return to portal](#) | [Sign out](#)

### WholesaleMarketplace

Browse by category:

- [Apparel](#)
- [Apple Products](#)
- [Automobiles](#)
- [Baby stroller](#)
- [baby strollers](#)

#### Orders

| Order number          | Order date              | Placed by | Your PO number/reference | Invoice total | Net balance | Status     |
|-----------------------|-------------------------|-----------|--------------------------|---------------|-------------|------------|
| <a href="#">15610</a> | Aug. 9, 2017, 2:02 p.m. | Gina Pol  | 1234567                  | \$875.00      | \$875.00    | Processing |

## Invoice

Click on the Order Number to view details about the order. The Invoice is available for download.

T. Instructor (VEI Test Firm - PF Code US011165) | [Cart](#) | [Return to portal](#) | [Sign out](#)

### WholesaleMarketplace

Browse by category:

- [Apparel](#)
- [Apple Products](#)
- [Automobiles](#)
- [Baby stroller](#)
- [baby strollers](#)
- [baking goods](#)
- [Beauty](#)
- [Beverages](#)
- [Cell phone case](#)
- [Cellphone case](#)
- [Coach Purse](#)
- [Corporate Training](#)
- [Cosmetics](#)
- [Fitness](#)
- [Food](#)
- [Footwear](#)
- [Fresh Produce](#)
- [furniture](#)
- [Health & Beauty Aid](#)
- [Novelty](#)
- [Office](#)
- [Office Furniture](#)
- [package](#)
- [Parts](#)
- [Photography](#)
- [Purse](#)
- [Safety](#)
- [Stroller](#)
- [Tablets](#)
- [technology](#)
- [textiles](#)
- [Travel](#)

#### Orders > Order# 15610

##### Order summary

|                          |                         |   |
|--------------------------|-------------------------|---|
| Order number             | 15610                   | <a href="#">Download invoice</a> <a href="#">Cancel order</a> |
| Order date               | Aug. 9, 2017, 2:02 p.m. |   |
| Placed by                | Gina Pol                |   |
| Your PO number/Reference | 1234567                 |   |
| Status                   | Processing              |   |
| Net balance              | \$875.00                |   |
| Due date                 | Sept. 8, 2017           |   |

##### Ordered items

| #                               | Item         | SKU#  | Cost    | Quantity | Amount   | Cancel item |
|---------------------------------|--------------|-------|---------|----------|----------|-------------|
| 1                               | Desk         | 1234  | \$21.00 | 10       | \$210.00 | ✘           |
| 2                               | Desk Chair   | 2345  | \$15.00 | 10       | \$150.00 | ✘           |
| 3                               | Swivel Chair | SC819 | \$50.00 | 10       | \$500.00 | ✘           |
| Shipping cost (Ground Shipping) |              |       |         |          | \$15.00  |             |
| Subtotal:                       |              |       |         |          | \$875.00 |             |
| Tax:                            |              |       |         |          | \$0.00   |             |
| Grand total:                    |              |       |         |          | \$875.00 |             |

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