



ECOMS

(Exchange Catalog Order Management System)

What is ECOMS?

- **Software package used for vendor Drop Ship orders**
- **ECOMS is Internet based**
- **No cost**
- **PC required**
- **Printer required**
- **Microsoft Internet Explorer browser required**

What does ECOMS do?

- Enables you to PULL & PRINT your order/packing slip.
- Enables you to enter backorder information.
- Enables you to cancel purchase orders.
- Enables you to electronically send invoices (no more paper).
- Enables you to see a summary report of all purchase orders that were invoiced.

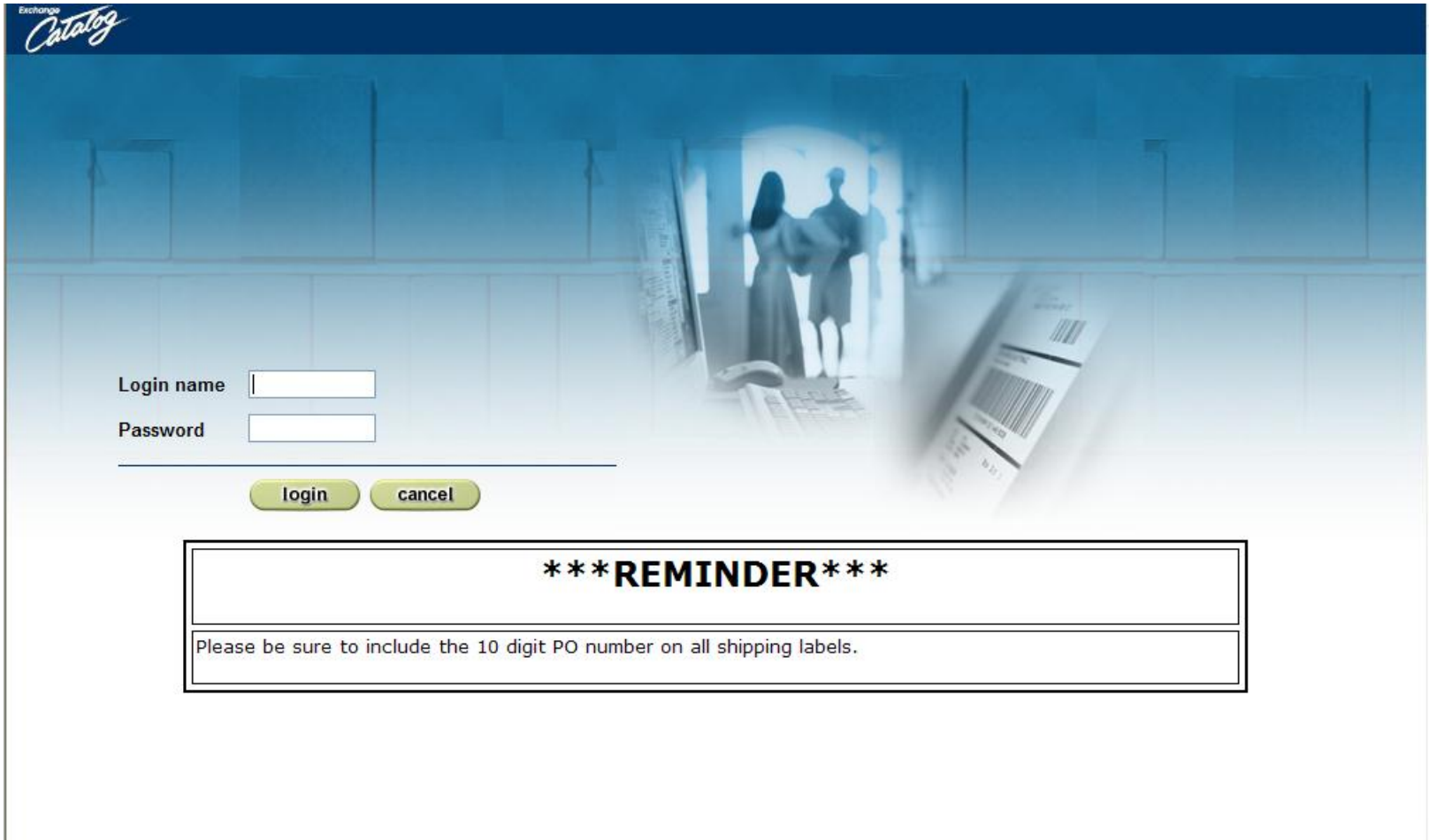
- **Q – Can I get my PO's via EDI and invoice EDI and still use ECOMS for backorder information and cancellations?**
- **A – Yes...it is recommended that you continue to use ECOMS after you are added to EDI.**

- **Q – Do I have to use ECOMS if I use EDI?**
- **A – No...you do not have to use ECOMS.**

- **Q – How many drop ship vendors are using ECOMS?**
- **A – We currently have over 1,500 vendors on ECOMS.**

- **Q – How do I get added to ECOMS?**
- **A – Fill out the Ship Point Request Form and return it to the Merchandise Manager (Buyer).**

- Enter your LOGIN and PASSWORD that is provided once you are added.



The screenshot shows the login page for Exchange Catalog. The page has a blue header with the 'Exchange Catalog' logo. The background is a blurred image of a retail store. The login form includes two input fields: 'Login name' and 'Password'. Below the fields are two buttons: 'login' and 'cancel'. A reminder box is located below the buttons, containing the text: '***REMINDER***' and 'Please be sure to include the 10 digit PO number on all shipping labels.'

Exchange
Catalog

Login name

Password

*****REMINDER*****

Please be sure to include the 10 digit PO number on all shipping labels.

- Pie chart gives you an overall picture of how well you are shipping and also displays your shipping “report card” on individual items.



vendor workload summary Last Refreshed: Feb 27 2012 2:36AM [update](#)

Retailer Item #: [search](#)

Open Orders

Early 100%

Service Level: 14 day(s)

Open Orders	Items	Orders	Avg Age
In Process	3	3	4
Open	3	3	4

Shipped Orders	Items	Orders	Avg Age
Last 7	6	6	2
Last 30	27	29	3

Item	Item Description	Order	Age
010000	01-0000 THE UNIBUS 10	1	4
010000	01-0000 THE UNIBUS 10	1	4
010000	01-0000 THE UNIBUS 10	1	6

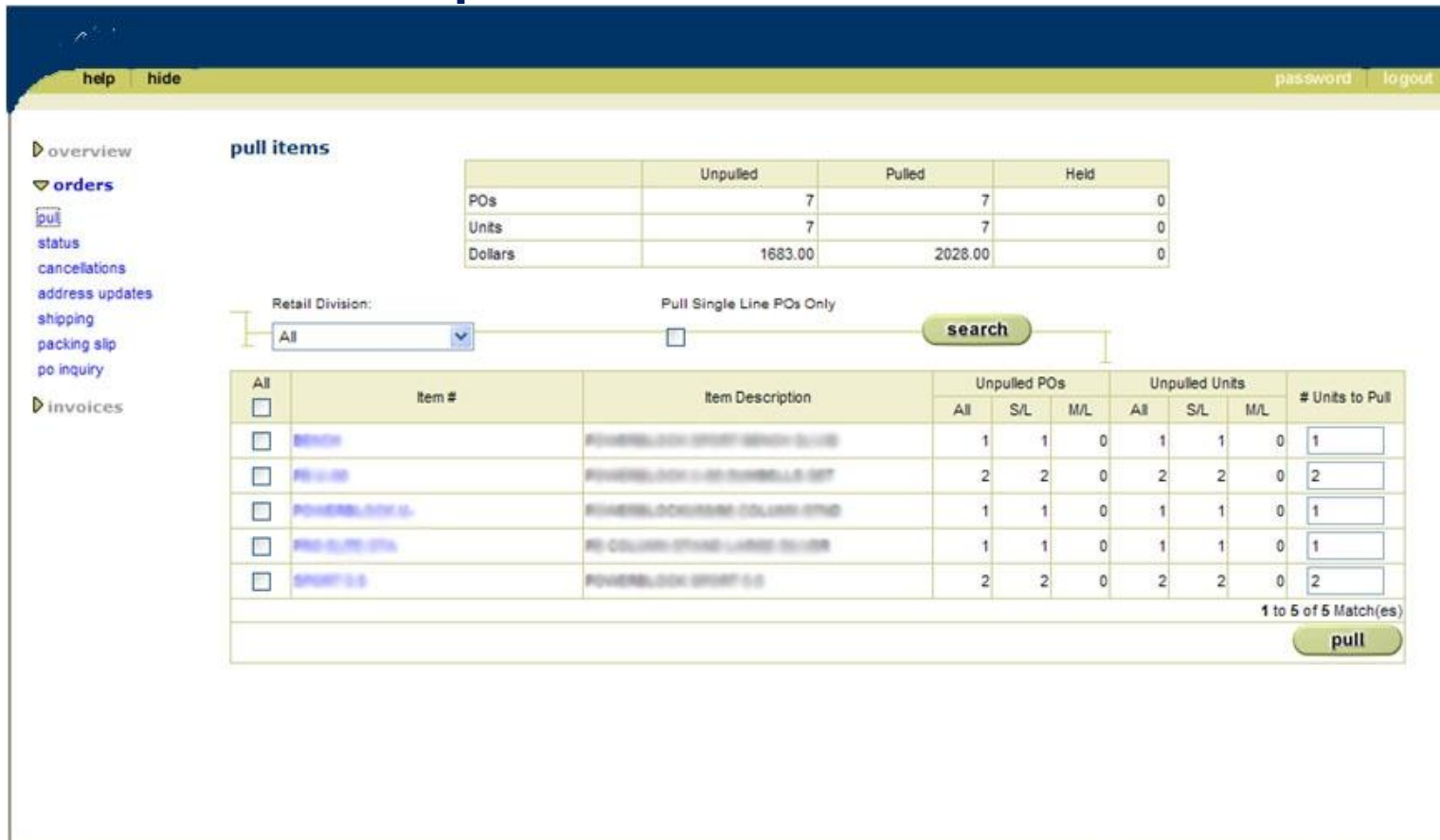
Order Pool

100%
100%
100%

1 to 3 of 3 Match(es)

PULL ITEMS

- Shows you the number of UNPULLED and PULLED PO's and individual items on the PO's. From this page you will start the Pull PO process.



The screenshot displays the 'pull items' interface. At the top, there are navigation links: 'help', 'hide', 'password', and 'logout'. A sidebar on the left contains a menu with 'overview', 'orders' (expanded), 'pull', 'status', 'cancellations', 'address updates', 'shipping', 'packing slip', 'po inquiry', and 'invoices'.

The main content area is titled 'pull items' and features a summary table:

	Unpulled	Pulled	Held
POs	7	7	0
Units	7	7	0
Dollars	1683.00	2028.00	0

Below the summary table are search filters: 'Retail Division:' with a dropdown menu set to 'All', and 'Pull Single Line POs Only' with an unchecked checkbox. A 'search' button is positioned to the right of these filters.

The main table lists individual items with columns for 'All', 'Item #', 'Item Description', 'Unpulled POs' (sub-columns: All, S/L, M/L), 'Unpulled Units' (sub-columns: All, S/L, M/L), and '# Units to Pull'.

All	Item #	Item Description	Unpulled POs			Unpulled Units			# Units to Pull
			All	S/L	M/L	All	S/L	M/L	
<input type="checkbox"/>	87070	POWERBLOCK SPORT BENCH 500LB	1	1	0	1	1	0	1
<input type="checkbox"/>	87070	POWERBLOCK 1.50 TURBULENCE SET	2	2	0	2	2	0	2
<input type="checkbox"/>	POWERBLOCK 1.5	POWERBLOCK 1.50 COLUMN STAND	1	1	0	1	1	0	1
<input type="checkbox"/>	87070-070	87070-070-070 LARGE BENCH	1	1	0	1	1	0	1
<input type="checkbox"/>	SPORT 5.0	POWERBLOCK SPORT 5.0	2	2	0	2	2	0	2

At the bottom right of the table, it indicates '1 to 5 of 5 Match(es)' and a 'pull' button.

PURCHASE ORDER/PACKING SLIP

Exchange <i>Catalog</i>				
		P.O. Number	Order Number	Order Date

S H I P T O		S O L D T O		Message(s) from your Exchange Catalog Want to receive money saving COUPONS in your inbox. That's EASY join our Online SAVING Club. We will keep you informed about SAVINGS Promotions and send you EXCLUSIVE COUPONS just sign up to receive our EXCHANGE Online Store E newsletter.
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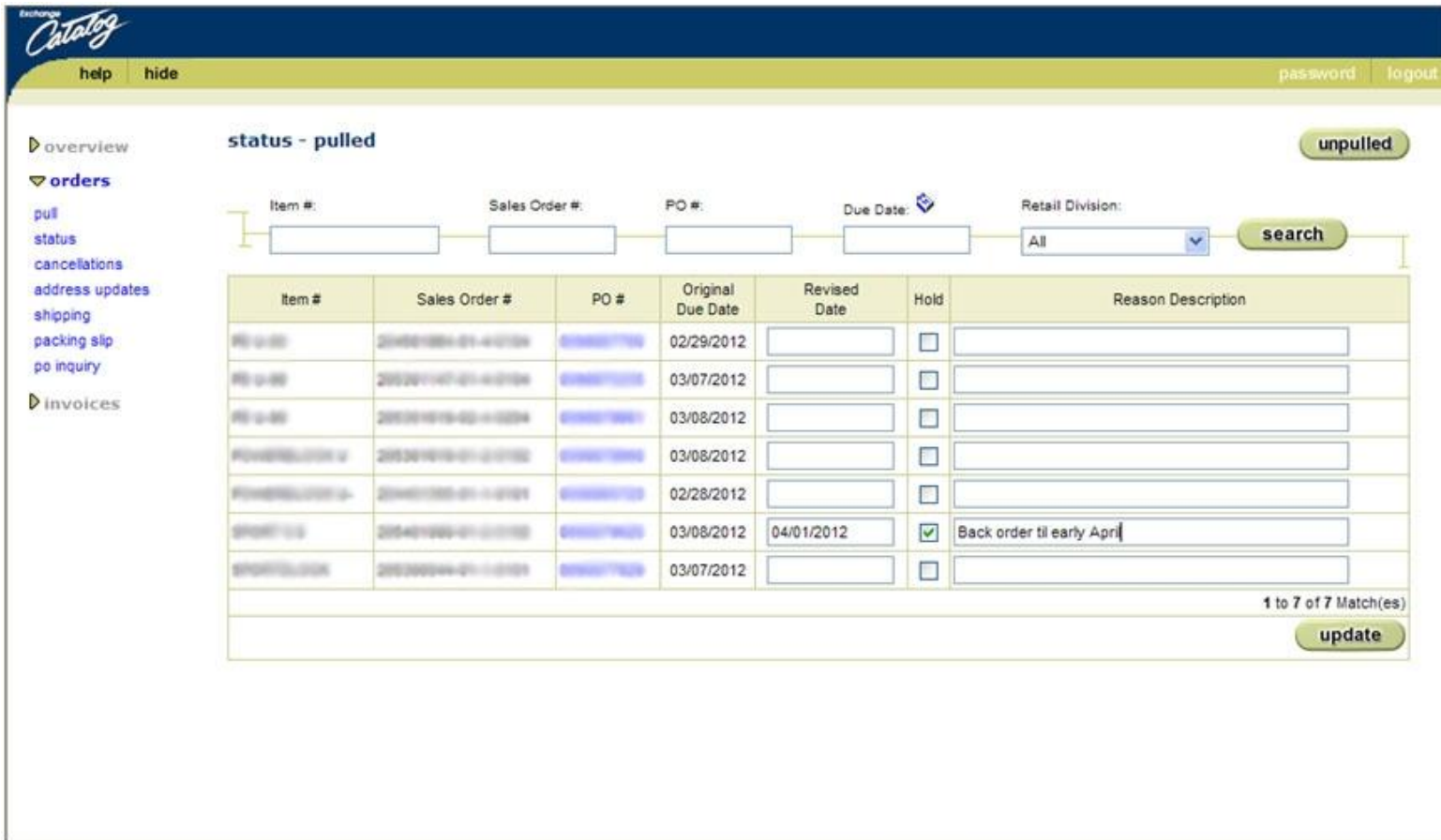
Question about your order? Please contact your Exchange Catalog @ 1-800-527-2345 or WWW.MILEXCH.COM.

QTY	UPC Code	Style Number	Item Key	Item Description

This packing slip relates to an item you recently ordered. Each item on your order, shipped direct from a supplier, will have it's own packing slip. Returns: Do you need to return this item? Items can be returned to your local exchange or the address in the upper left-hand corner on this packing slip. For assistance, please contact your Exchange Catalog at 1-800-527-2345 or WWW.MILEXCH.COM.

nafes.com	usmc-mess.org	navy-nex.com	eg-exchange.com
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- Option used to advise when an item is on BACKORDER, NO LONGER AVAILABLE, INVALID ADDRESS, STOCK/STYLE SUBSTITUTION, or to request CANCELLATION of purchase order.



status - pulled unpulled

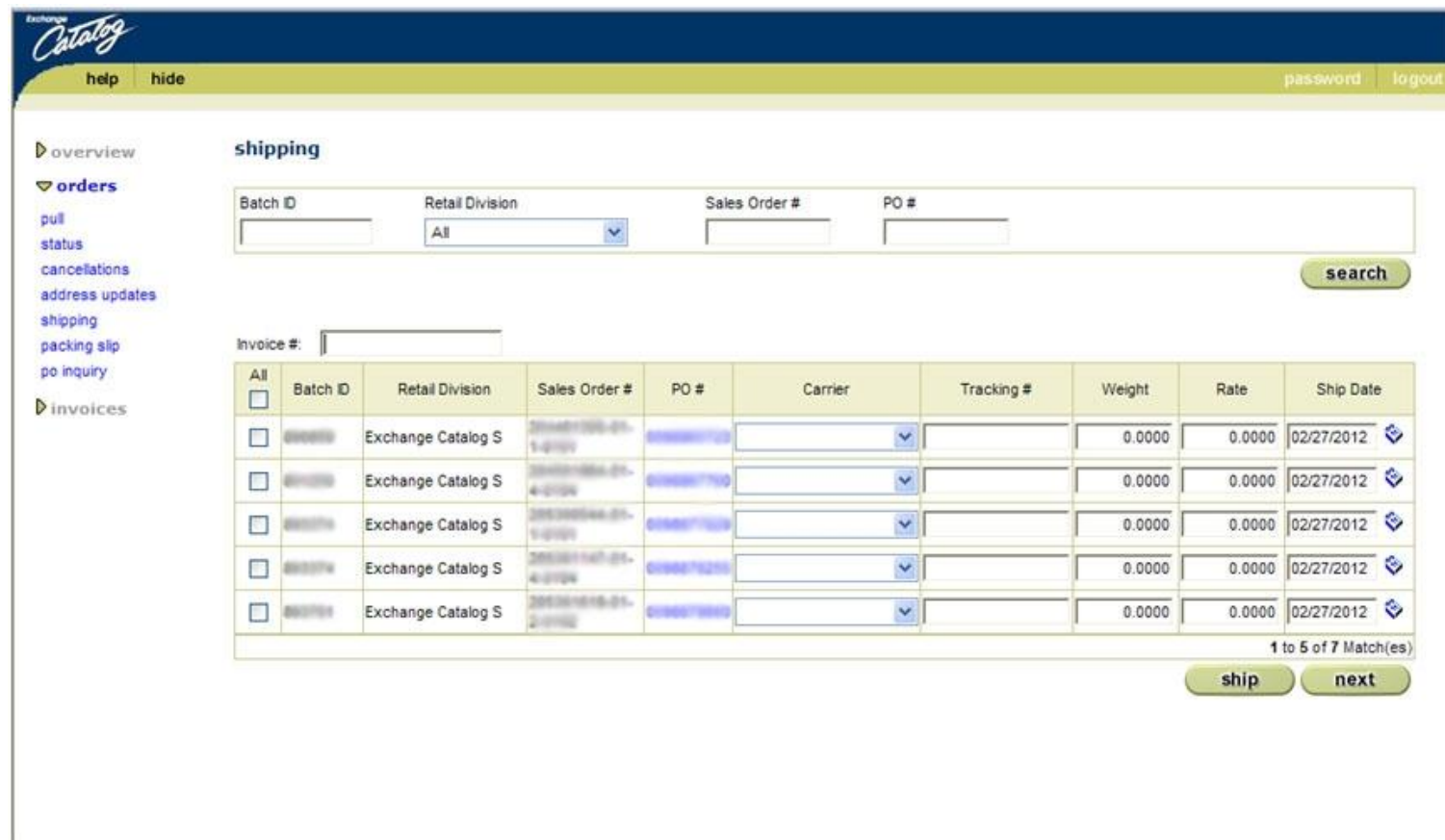
Item #: Sales Order #: PO #: Due Date: Retail Division: search

Item #	Sales Order #	PO #	Original Due Date	Revised Date	Hold	Reason Description
9512-00	201001001-01-1-0100	0100017100	02/29/2012	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
9512-00	201001001-01-1-0100	0100017100	03/07/2012	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
9512-00	201001001-01-1-0100	0100017100	03/08/2012	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
9512-00	201001001-01-1-0100	0100017100	03/08/2012	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
9512-00	201001001-01-1-0100	0100017100	02/28/2012	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
9512-00	201001001-01-1-0100	0100017100	03/08/2012	04/01/2012	<input checked="" type="checkbox"/>	Back order til early April
9512-00	201001001-01-1-0100	0100017100	03/07/2012	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

1 to 7 of 7 Match(es)

update

- Option used to enter your SHIPPING INFORMATION (carrier, tracking number) and to enter your INVOICE number. Paper invoices no longer need to be mailed in.

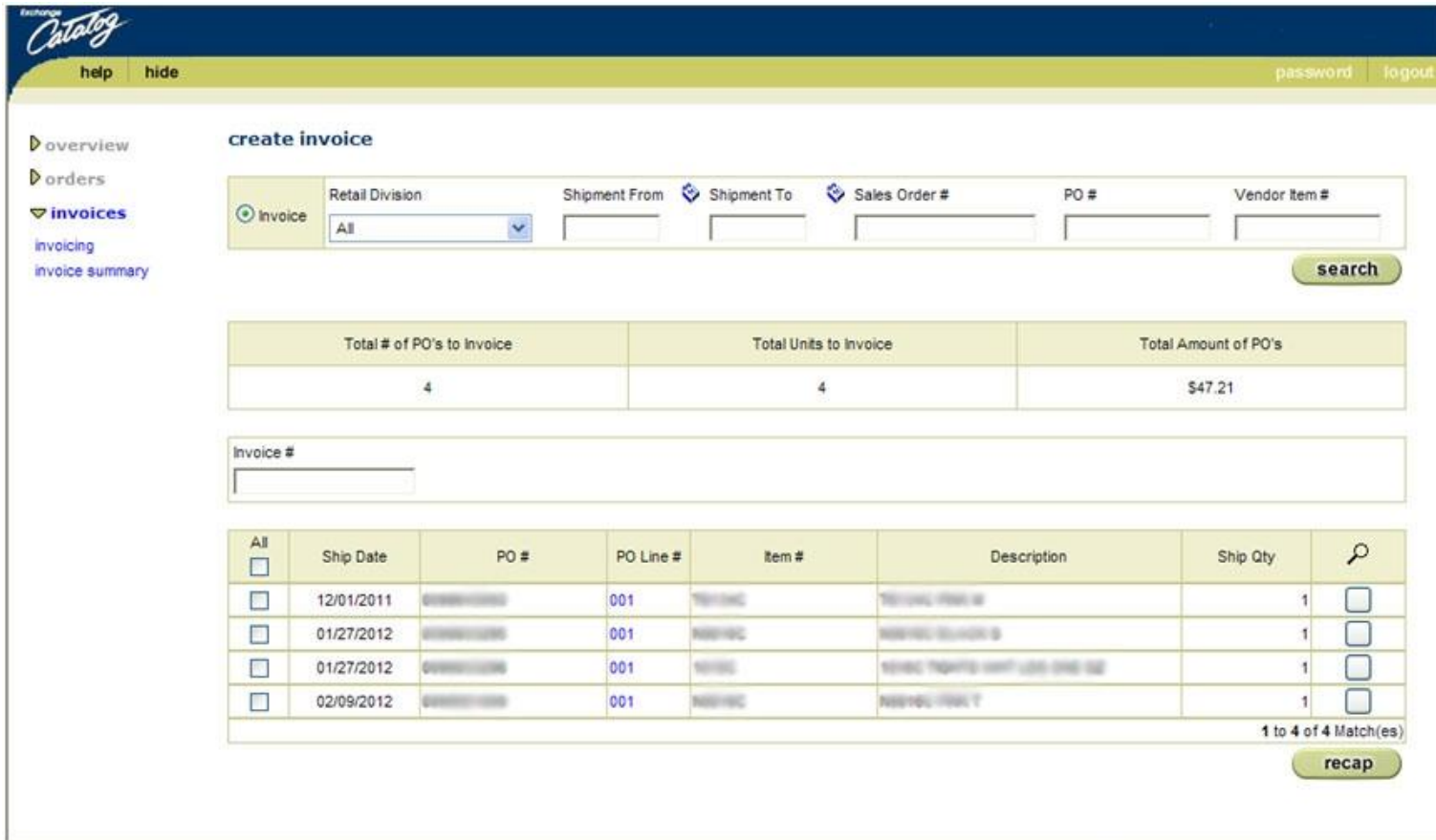


The screenshot shows the 'shipping' section of the Exchange Catalog interface. It includes a search form with fields for Batch ID, Retail Division (set to 'All'), Sales Order #, and PO #, and a search button. Below the search form is an 'Invoice #' field. A table displays a list of shipping items with columns for selection, Batch ID, Retail Division, Sales Order #, PO #, Carrier, Tracking #, Weight, Rate, and Ship Date. The table shows 5 items, all with a weight of 0.0000 and a rate of 0.0000, scheduled for shipment on 02/27/2012. At the bottom right, there are 'ship' and 'next' buttons.

All	Batch ID	Retail Division	Sales Order #	PO #	Carrier	Tracking #	Weight	Rate	Ship Date
<input type="checkbox"/>	00000	Exchange Catalog S	20120226-01-1-0100	000007100			0.0000	0.0000	02/27/2012
<input type="checkbox"/>	00000	Exchange Catalog S	20120226-01-4-0100	000007100			0.0000	0.0000	02/27/2012
<input type="checkbox"/>	00000	Exchange Catalog S	20120226-01-1-0100	000007100			0.0000	0.0000	02/27/2012
<input type="checkbox"/>	00000	Exchange Catalog S	20120226-01-4-0100	000007200			0.0000	0.0000	02/27/2012
<input type="checkbox"/>	00000	Exchange Catalog S	20120226-01-1-0100	000007000			0.0000	0.0000	02/27/2012

1 to 5 of 7 Match(es)

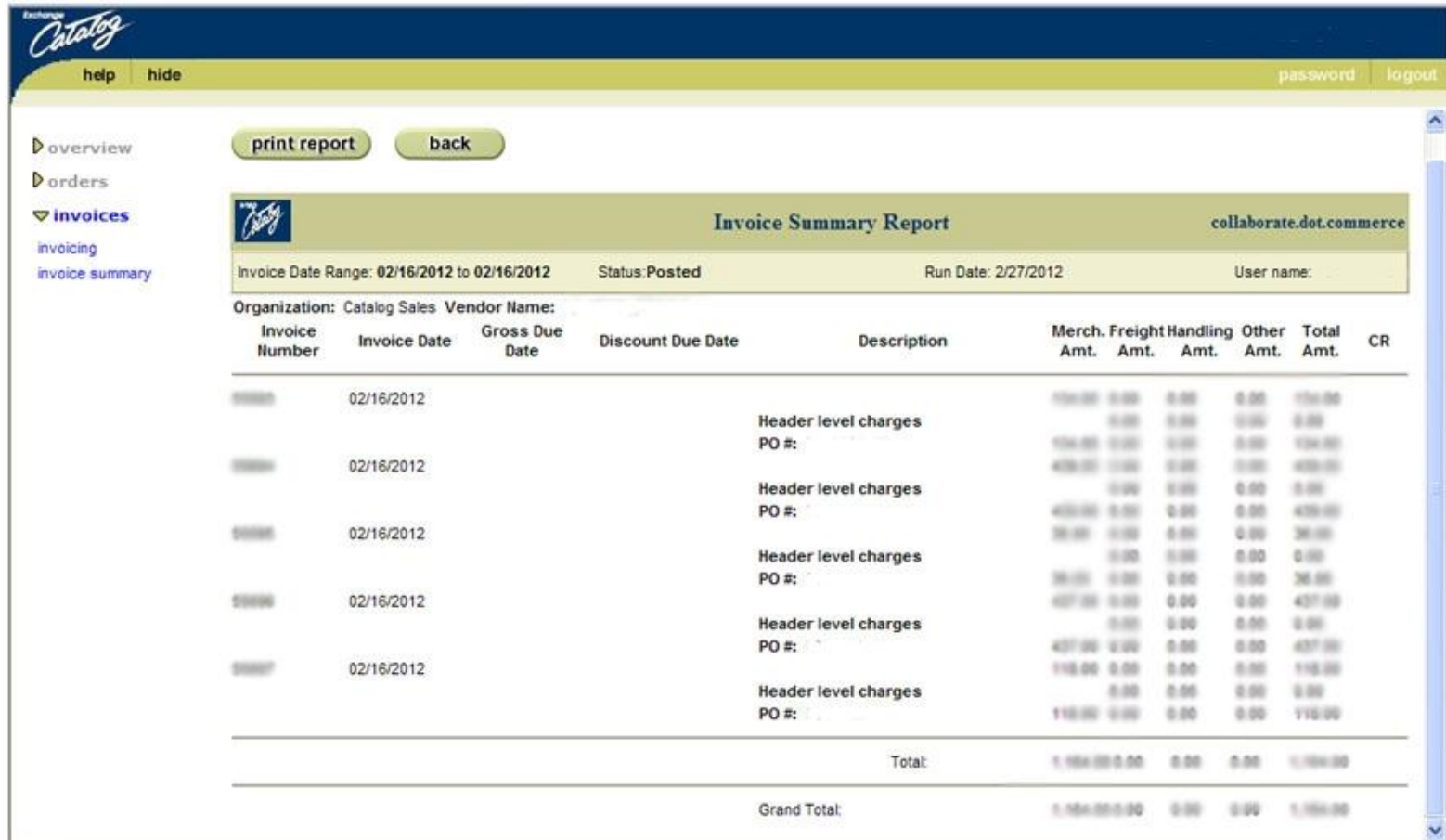
- Option used to invoice when payment terms are NOT “NET 30” or if the invoice was omitted on the shipping page.



The screenshot shows the 'create invoice' page in the Exchange Catalog system. The page includes a navigation menu on the left with 'overview', 'orders', and 'invoices' (selected). The main content area has a search bar with fields for 'Retail Division' (set to 'All'), 'Shipment From', 'Shipment To', 'Sales Order #', 'PO #', and 'Vendor Item #'. Below the search bar is a summary table showing 'Total # of PO's to Invoice' (4), 'Total Units to Invoice' (4), and 'Total Amount of PO's' (\$47.21). There is an 'Invoice #' input field. A table lists the items to be invoiced with columns for 'All', 'Ship Date', 'PO #', 'PO Line #', 'Item #', 'Description', 'Ship Qty', and a search icon. The table contains four rows of data. At the bottom right, it says '1 to 4 of 4 Match(es)' and has a 'recap' button.

All	Ship Date	PO #	PO Line #	Item #	Description	Ship Qty	
<input type="checkbox"/>	12/01/2011	000000000	001	7000000	70000000000	1	<input type="checkbox"/>
<input type="checkbox"/>	01/27/2012	000000000	001	7000000	70000000000	1	<input type="checkbox"/>
<input type="checkbox"/>	01/27/2012	000000000	001	7000000	70000000000	1	<input type="checkbox"/>
<input type="checkbox"/>	02/09/2012	000000000	001	7000000	70000000000	1	<input type="checkbox"/>

- Use this option to print a report of all PO's that have been invoiced and to see the invoice numbers.



Exchange Catalog

help hide password logout

overview
orders
invoices
invoicing
invoice summary

print report back

Invoice Summary Report collaborate.dot.commerce

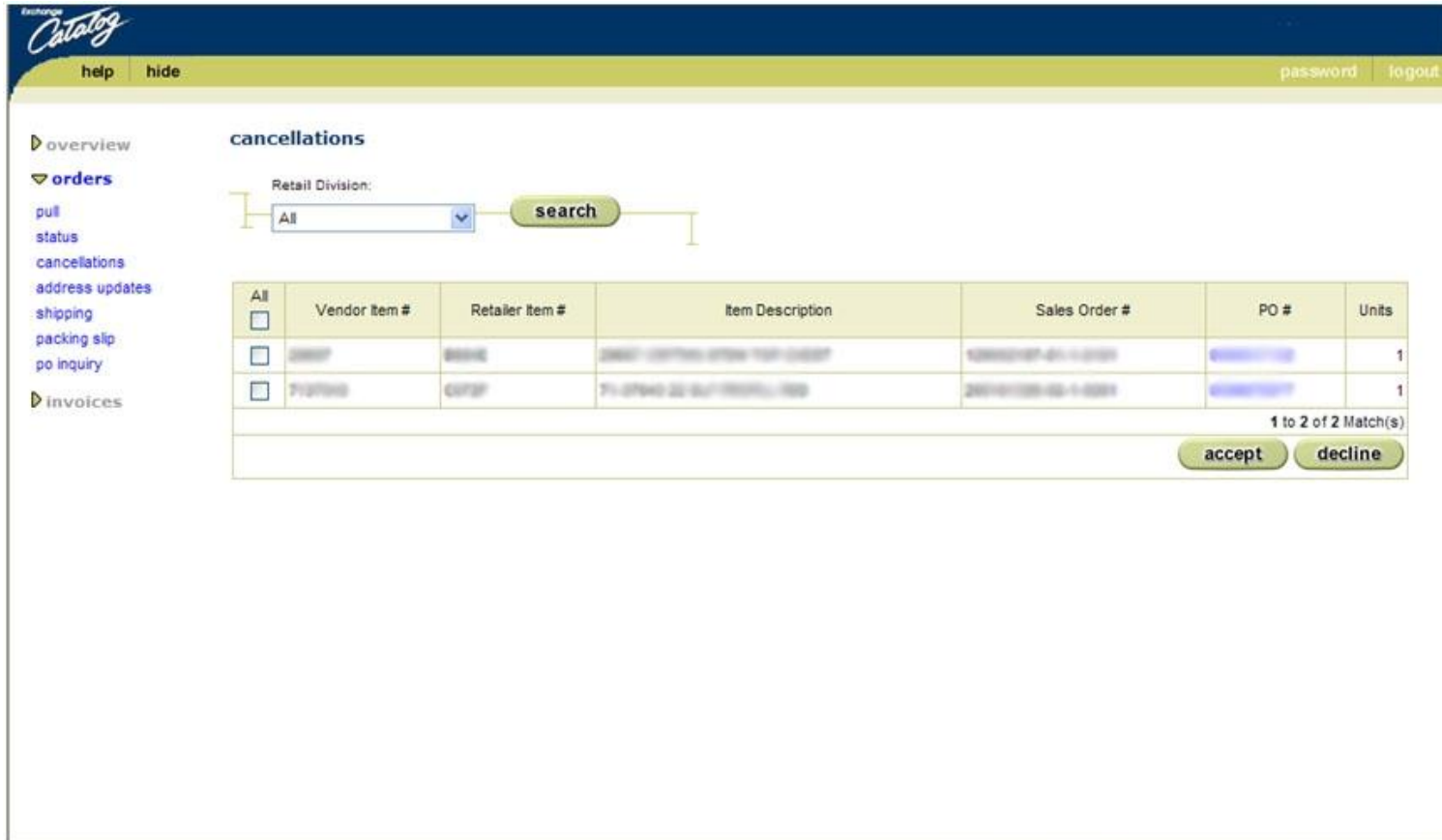
Invoice Date Range: 02/16/2012 to 02/16/2012 Status: Posted Run Date: 2/27/2012 User name:

Organization: Catalog Sales Vendor Name:

Invoice Number	Invoice Date	Gross Due Date	Discount Due Date	Description	Merch. Amt.	Freight Amt.	Handling Amt.	Other Amt.	Total Amt.	CR
00000	02/16/2012			Header level charges PO #:	114.00	0.00	0.00	0.00	114.00	
00000	02/16/2012			Header level charges PO #:	439.00	0.00	0.00	0.00	439.00	
00000	02/16/2012			Header level charges PO #:	36.00	0.00	0.00	0.00	36.00	
00000	02/16/2012			Header level charges PO #:	437.00	0.00	0.00	0.00	437.00	
00000	02/16/2012			Header level charges PO #:	118.00	0.00	0.00	0.00	118.00	
Total:					1,154.00	0.00	0.00	0.00	1,154.00	
Grand Total:					1,154.00	0.00	0.00	0.00	1,154.00	

CANCELLATIONS

- Use this option to **ACCEPT** (you have NOT shipped the PO) or **DECLINE** (you have already shipped the PO) the pending cancellation.



The screenshot shows the 'cancellations' page in the Exchange Catalog system. The page has a navigation menu on the left with options like 'overview', 'orders', 'pull', 'status', 'cancellations', 'address updates', 'shipping', 'packing slip', 'po inquiry', and 'invoices'. The main content area is titled 'cancellations' and features a search filter for 'Retail Division' set to 'All' with a 'search' button. Below the search is a table with the following data:

All	Vendor Item #	Retailer Item #	Item Description	Sales Order #	PO #	Units
<input type="checkbox"/>	00007	00004	00007 00000 0000 000 00007	10000000-00-1-0000	00000000	1
<input type="checkbox"/>	00008	00005	00008 00000 0000 000 00008	20000000-00-1-0000	00000000	1

At the bottom right of the table, it indicates '1 to 2 of 2 Match(s)' and provides 'accept' and 'decline' buttons for each row.



Questions?
