



## FULFILLMENT ORDERING AND INVENTORY

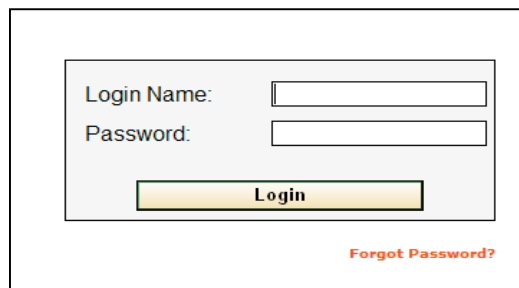
# 1. LOGIN SCREEN

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You will use the Internet to access your FULFILLMENT services.  
Open your web browser and enter the following URL”

<http://postmark.3pfmanager.com>

The First screen you’ll see when you access PostMark FULFILLMENT is the Login Screen. To access InterAct, enter your **login name** and **password** then click **Login**.



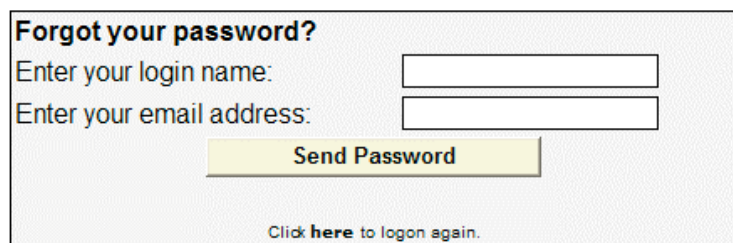
The screenshot shows a login form with two input fields: "Login Name:" and "Password:". Below the fields is a yellow "Login" button. At the bottom right of the form area, there is a red link that says "Forgot Password?".

Figure 1 - Login

If you have pop-ups blocked you may need to click the message indicating this to allow pop-ups for this session.

If you have forgotten your password or wish to change it, do the following:

- Click **Forgot Password?**
- This will open a screen where you can **enter** your **login name & email address**.



The screenshot shows a screen titled "Forgot your password?". It has two input fields: "Enter your login name:" and "Enter your email address:". Below the fields is a yellow "Send Password" button. At the bottom, there is a link that says "Click here to logon again."

Figure 2 - Password

- Click **send password** to send a password reminder to the specified email address.

## 2. MAIN SCREEN

You will enter your site through this screen.  
Here you will navigate to all other functions that have been assigned to you.

The screenshot displays a web application interface. At the top, there is a header area with the text "Company Name and Logo Here". Below this is a navigation bar with buttons for "Add to cart", "Reports", "Assembly", "My Profile", "My Addresses", "My Orders", and "Logout". A search bar is located below the navigation bar, with a dropdown menu set to "< show all >". Below the search bar is a filter section with a dropdown menu set to "< select a type >", a text input field, and buttons for "Apply Filter" and "Clear Filter". A checkbox labeled "Display Product Images" is also present. The main content area is a table with the following columns: Piece Code, Product Name, UPC, Unit Price, Ordered, Quantity, Order Limit, Available, and Pending. The table contains 12 rows of product data.

Piece Code	Product Name	UPC	Unit Price	Ordered	Quantity	Order Limit	Available	Pending
06-3172-02	#10 Envelopes (lot of 50)		\$ 0.00	0	0	No Limit	0	0
ZE-3200	3200 Telephone System		\$ 0.00	0	0	No Limit	0	0
06-3161	9.5 x 12.5 Catalog Env		\$ 0.00	0	0	No Limit	0	0
06-3141	ALIDB Tech Specs		\$ 0.00	0	0	No Limit	0	0
08-3204-04	AthenaFBR		\$ 0.00	0	0	No Limit	0	0
07-3200-10	AthenaRMS Remote - Web-Based	each	\$ 0.00	0	0	No Limit	0	0
07-3201-03	AthenaRMS - Crime Analysis		\$ 0.00	0	0	No Limit	0	0
08-3204-06	AthenaRMS - Visualinks		\$ 0.00	0	0	No Limit	0	0
07-3200-09	AthenaRMS Essential		\$ 0.00	0	0	No Limit	0	0
08-3204-02	AthenaRMS Features		\$ 0.00	0	0	No Limit	0	0
08-3204-03	AthenaRMS Modules		\$ 0.00	0	0	No Limit	0	0
08-3204-01	AthenaRMS Overview		\$ 0.00	0	0	No Limit	0	0
07-3200-11	AthenaRMS Report Server		\$ 0.00	0	0	No Limit	0	0

Figure 3 - Main Menu Screen

**NOTE:** This screen is customized and printed for each customer. This information will NOT be seen by any other company.

# 3. ORDERING

## Online Orders/Storefront

The online orders section is how you will interact with FULFILLMENT. Here you can place an order, add to and manage your address book, or view reports detailing current inventory levels and receipt history.

The screenshot shows a web storefront interface. At the top, there is a header area with a placeholder for the company name and logo. Below this is a navigation menu with tabs for 'Add to cart', 'Reports', 'Assembly', 'My Profile', 'My Addresses', 'My Orders', and 'Other Storefronts'. A search and filter section includes a dropdown for 'Show products in the following category' (set to '< show all >') and a 'Filter product list' dropdown (set to '< select a type >') with a 'contains' search box and 'Apply Filter' and 'Clear Filter' buttons. A checkbox for 'Display Product Images' is present. The main content is a table listing products with the following columns: Piece Code, Product Name, UPC, Unit Price, Ordered, Quantity, Order Limit, Available, and Pending. The table contains 12 rows of product data.

Piece Code	Product Name	UPC	Unit Price	Ordered	Quantity	Order Limit	Available	Pending
06-3172-02	#10 Envelopes (lot of 50)		\$ 5.85	0	0	No Limit	0	0
ZE-3200	3200 Telephone System		\$ 0.00	0	0	No Limit	0	0
06-3161	9.5 x 12.5 Catalog Env		\$ 0.13	0	0	No Limit	0	0
06-3141	ALIDB Tech Specs	each	\$ 1.88	0	0	No Limit	0	0
08-3204-04	AthenaFBR		\$ 0.00	0	0	No Limit	0	0
07-3200-10	AthenaRMS Remote - Web-Based	each	\$ 0.00	0	0	No Limit	0	0
07-3201-03	AthenaRMS - Crime Analysis		\$ 0.00	0	0	No Limit	0	0
08-3204-06	AthenaRMS - Visualinks		\$ 0.00	0	0	No Limit	0	0
07-3200-09	AthenaRMS Essential		\$ 0.00	0	0	No Limit	0	0
08-3204-02	AthenaRMS Features		\$ 0.70	0	0	No Limit	0	0
08-3204-03	AthenaRMS Modules		\$ 1.20	0	0	No Limit	0	0
08-3204-01	AthenaRMS Overview		\$ 0.79	0	0	No Limit	0	0
07-3200-11	AthenaRMS Report Server		\$ 0.00	0	0	No Limit	0	0

Figure 4 - Example Storefront

### **Viewable Information**

The following information is viewable from this screen

<b>Field</b>	<b>Description</b>
Product Image	The default image associated with the product
Piece Code	The product's unique – user defined – alpha numeric identifier
Product Name	The product's shorthand name
Description	The product's full description
SKU	The product's SKU number
Unit Price	The cost to order one of the product
Ordered	The current number of pieces in your shopping cart
Order Limit	The maximum number of pieces you may order at a time
Available	The current number of pieces available for fulfillment

### **Searchable Fields**

The following Search fields and functions are available on this screen

<b>Field/Function</b>	<b>Description</b>
Show products in the following category	This is a dropdown of all product categories for the storefront's project. Select a category and click search to view only products in that category
Filter Product List	A dropdown that contains several additional search criteria, use this in tandem with the contains field to search for particular piece codes
Contains	A text entry field, use this in tandem with the filter product list field to search for particular piece codes
Apply Filter	Click this button to filter the list of products by the criteria you have entered in the search fields
Clear Filter	Click this button to remove any previously applied search filters and view all products

## **Available Functions**

The following functions are available from this screen

<b>Function</b>	<b>Description</b>
Add to cart	Click this button to proceed to checkout and finalize your order
Reports	Click this button to access the storefront's reports section
Assembly	Click this button to enter a kit assembly order
My Profile	Click this button to access the my profile section and view or edit your personal information
My Addresses	Click this button to view your address book and create, edit or delete any of your addresses
My Orders	Click this button to access the storefront's order inquiry screen
Logout	Click this button to logout of the storefront

You can change the order of the product selection screen by clicking on the following heading data elements:

- Piece Code
- Product Name
- UPC

These are underlined for identification.

To build your order, enter the amount of the item you desire then click "Add to cart" or press the "Enter" key.

## Checkout Review Screen

Use this screen to review the list of products you intend to order through the storefront interface. Here you can view all products currently in your shopping cart, continue to check out, continue shopping or view your address book.

Company Name and Logo Here							
Reports	Assembly	My Profile	My Addresses	My Orders	Other Storefronts		
Items currently in your cart:							
Cart Item	Piece Code	Description	Unit Price	Quantity	Extended Price	Is Over Limit	Order Limit
#10 Envelopes (lot of 50)	06-3172-02		5.85	12	70.20	<input type="checkbox"/>	No Limit
3200 Telephone System	ZE-3200		0.00	3	0.00	<input type="checkbox"/>	No Limit
9.5 x 12.5 Catalog Env	06-3161		0.13	6	0.78	<input type="checkbox"/>	No Limit
ALIDB Tech Specs	06-3141		1.88	23	43.24	<input type="checkbox"/>	No Limit
AthenaFBR	08-3204-04		0.00	1	0.00	<input type="checkbox"/>	No Limit
TOTAL:					114.22		
Continue Shopping		Check Out					

Figure 5 - Storefront Checkout Review Screen

### Viewable Information

The following information is viewable from this screen

Field	Description
Cart Item	The product name of the item in your cart
Piece Code	The product's unique – user defined – alpha numeric identifier
Product Name	The product's shorthand name
Description	The product's full description
Unit Price	The cost to order one of the product
Quantity	The currently requested order quantity
Extended Price	The total cost of ordering that piece. (unit price) x (quantity)
Is Over Limit	This box is checked if the currently requested order amount exceeds the maximum order number allowed
Order Limit	The maximum number of pieces allowed per order

## **Available Functions**

The following functions are available from this screen

<b>Function</b>	<b>Description</b>
My Addresses	Click this button to access the My Addresses section of the storefront
Logout	Click this button to logout of the storefront
Continue Shopping	Click this button to return to the main storefront screen
Check Out	Click this button to proceed to checkout and finalize your order

Logging out at this time will delete only the orders you have placed up to this point.

## Checkout Screen

Use this screen to complete your order.

Company Name and Logo Here

Reports Assembly My Profile My Addresses My Orders Other Storefronts

**ORDERED BY** \* Denotes a required field

Ordered By: bill mckinnis \*  
Phone: \*  
Ext.:  
Email: fulfillment@postmark.ws \*  
Fax:  
Customer Order/Billing#:

**RECIPIENT INFORMATION** \* Denotes a required field

Contact: < select an address >  
Name: \*  
Company:  
Street: \*  
Room/Floor/Address2:  
Department/Address3:  
City: \* State/Prov: \* Zip/Postal Code:  
Country:

Phone: \*  
Ext.:  
Fax:  
Email To: \*

NOTE: All emails are sent to the above address with the **Ordered By Email** addresses as the **sender**. Separate multiple addresses with ";"

Confirm Order:  Send Order Confirmation Email  
Confirm Shipment:  Send Order Shipped Email

**SHIPPING INFORMATION** \* Denotes a required field

Freight/3rd Party Account #: Optional - Enter special freight account number  
Shipping Method: UPS \*  
Shipping Service Level: 2nd Day Air AM  
Requested Arrival Date:  
Packing Label Comment:

Back to Shopping Submit Order

Figure 6- Storefront Checkout Screen

- Enter all pertinent **order and shipping information**.
  - Fields marked with an "\*" symbol are required.
- Click **Submit Order**
  - You may also click the *Select Products* button to return to previous steps, or cancel to exit and cancel the order
- You will **receive confirmation** of your order

**Order Complete**

Please refer to the information below for future correspondence concerning this order.  
You will be receiving a confirmation email shortly at the address given.

Order Number: **384**  
Customer Order Number: **654-784-5541**

Create New Order

# 4. MORE ABOUT THE MAIN SCREEN

## My Profile Screen

Here you can view or edit user information, or reset your password.

Figure 8 - Storefront My Profile Screen

### Fields and Functions

The following fields and functions are available on this screen.

Field	Description
Greeting Name	The name that will appear when the you log into the storefront
Login Name	The username you must enter to login to the storefront
Send new password email	Mark this box and click the <a href="#">here</a> hyperlink or update user data, to send a new password email to the email address provided below
Company	Your company name
Address information	Your street, city, state, zip, etc.
Phone, ext	Your main phone number and extension
Fax	Your main fax number
Email	Your main email address. This address is used when sending password reminder emails

Update User Date	Click this button to save any new or edited information
Cancel	Click this button to cancel any new or updated information and exit from this screen.

## My Addresses Screen

The My Addresses section of the storefront is home to all shipping addresses for your account. This section will automatically store addresses as they are entered and used. Additionally, you may access this section to add, update, or delete addresses as you see fit.

The screenshot shows a web interface for managing addresses. At the top, there is a grey box labeled "Company Name and Logo Here". Below this is a navigation menu with buttons for "Return", "Reports", "Assembly", "My Profile", "My Addresses", "My Orders", and "Other Storefronts". A blue question mark icon is visible on the right side of the menu. Underneath the menu, there are input fields for "Name", "Misc ID", "City", "State", and "Zip". Below these fields are two buttons: "Add New Address" and "Import Address List".

Figure 9 - MyAddresses

### Fields and Functions

The following fields and functions are available on this screen.

Field	Description
Return	Click this button to return to the main storefront screen
Logout	Click this button to leave the storefront
(edit)	Click this button to edit an existing address
(delete)	Click this button to delete an existing address
Name	The contact's name`
Misc ID	An extra field used for a variety of different reasons
City, State, Zip	The contact's general address information
Add New Address	Click this button to add a new address to your book
Import Address List	Click this button to import a list of addresses into your address book

## My Orders Screen

The My Orders screen allows you to find orders that you have created. Here you can search for and view any existing orders and their statuses.

The screenshot shows the 'My Orders' screen with a navigation bar at the top containing tabs for Return, Reports, Assembly, My Profile, My Addresses, My Orders (selected), and Other Storefronts. Below the navigation bar is a search area with the following fields and controls:

- Customer Order #:
- Product ID Type:
- Product ID:
- Ship Date From:  To:
- Order Date From:  To:
- Order ID:
- Ship To Criteria:
  - Name:
  - Company:
  - City:
  - State:
  - Zip:
- Display Rows:
- Buttons: Search, New Search

Figure 10 - My Orders Screen

### Searchable Fields

The following Search fields and functions are available on this screen

Field/Function	Description
Customer Order #	Search for an order by the customer's order number
Product ID Type	Search for an order by various product identifiers, such as: <ul style="list-style-type: none"> <li>• SKU</li> <li>• UPC</li> <li>• Piece Code</li> <li>• Description</li> </ul>
Product ID	Enter the product ID or other information, this field is used in tandem with the Product ID Type field
Ship Date From: To:	Search for an order by ship date range
Order Date From: To:	Search for an order by order date range
Order ID	Search for an order by 3PF's order number
Name:	Search for an order by the name on the shipping address
Company	Search for an order by the company on the shipping address
City	Search for an order by the city on the shipping address
State	Search for an order by the state on the shipping

	address
Zip	Search for an order by the zip code on the shipping address
Display Rows	Select the number of records to display when searching.
Search	Click this button to perform an order search with any currently entered criteria
New Search	Click this button to clear all search fields and begin a new search

<b>Field/Function</b>	<b>Description</b>
(order details)	Click this icon to view the order's details
Order ID	The order's unique – auto generated – numeric identifier
Customer Order #	The customer's order number
Ship To	The ship to name
Order Date	The order's creation date
Ship Date	The date the order was shipped
Status	The current status of the order