

Welcome to the US Network of Virtual Enterprises Wholesale Marketplace

This document presents the steps you need to follow to utilize the Marketplace program to purchase the products that your firm will sell. This requirement applies to all firms that sell merchandise in the virtual marketplace. Please read the introductory text on the home page before proceeding. This page may be accessed from the VE International home page by clicking the Wholesale Marketplace link in the Marketplace dropdown on the menu bar or at <http://165.155.107.60/>.

The Home Screen appears below. Enter the site from this screen using the Member Login above the pictures, but only after you have registered to use the site. The registration process will provide you with a Login ID and Password. *Note: Administrators will receive a Login ID and Password from the Virtual Enterprises, International office.*

Apply for an Account for Your Firm

1. Read the introductory information on the home page before proceeding.
2. Click on **Firm Members** in the menu bar of the home page to access the registration page.

**US NETWORK OF VIRTUAL ENTERPRISES
WHOLESALE MARKETPLACE**

**Virtual Enterprises
U.S. NETWORK**

HOME | ADMINISTRATOR | **FIRM MEMBERS** | CONTACT US

**READ
FIRST**

Welcome to the US Network of Virtual Enterprises Wholesale Marketplace

All merchandising firms must purchase products from a wholesaler for resale. The **VE Wholesale Marketplace** acts as a wholesaler for the US Network of Virtual Enterprises. The first step is to provide a list of the items that a firm sells, along with the wholesale prices to the *VE Wholesale Marketplace*. Step-by-step instructions for opening an account and entering products into the *VE Wholesale Marketplace* can be found at the following link:
<http://schools.nyc.gov/ve/aneu/vectradehelp.doc>

How are wholesale prices determined?
While each state director will provide guidelines for you to follow, in general, the wholesale price can be determined based on a relationship between the retail price and profit margin ratio that is typical for firms in that industry.

Once merchandise has been entered into the *VE Wholesale Marketplace* software, employees will be able to log on and order merchandise to support sales that are made. An invoice for each purchase will be automatically generated and emailed to your firm and your state's central office; payment for purchases should be made to the *VE Wholesale* account for your state. Contact your state director for further details about payments for wholesale purchases.

For technical support, please contact Eric Spinner, espinne@schools.nyc.gov, 212 769 2710.

For instructional support, please contact John Jastremski, jjastre@schools.nyc.gov, 212 769 2710.

MEMBER LOGIN

Login ID:
Password:

Orders

Add Product

My Products

Edit Shipping Address

View My Basket

Checkout

Log out

REGISTER NEW MEMBER

Email:	<input type="text"/>
Login ID:	<input type="text"/>
Password:	<input type="text"/>
Firm Name:	<input type="text"/>
Address1:	<input type="text"/>
Address2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zipcode:	<input type="text"/>
Region:	NY <input type="button" value="v"/>
Instructor:	<input type="text"/>
Role	Super Admin <input type="button" value="v"/>
Fax:	<input type="text"/>
<input type="button" value="Request Access"/> <input type="button" value="Cancel"/>	

3. Enter the information in the cells as follows:

- **Email-** enter the firm's email if known. If unknown, enter the coordinator's email. This can be edited at a later date.
- **Login ID/Password-** these will be provided on completion of the registration process.
- **rm Name-** enter the name of your firm as it appears in the US Network Bank.
- **Address/Address2/City/State/Zipcode-** self-explanatory.
- **Region-** select your Central Office from the dropdown menu.
- **Instructor-** first & last name of teacher/coordinator.
- **Role-** select your access level from the dropdown menu.
- **Fax-** enter your firm fax number (xxx-yyy-zzzz)

4. Click **Request Access**. Your request will now be sent to your Central Office for your director's action. The director will assign a Login ID and Password, and both will be sent to you by email.

US NETWORK OF VIRTUAL ENTERPRISES WHOLESALE MARKETPLACE



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MEMBER LOGIN

Login ID:

Password:



1. From the home screen, enter your **Login ID** and **Password** that you have received from your central office, then click **log in**. Login ID and password are both case-sensitive. The marketplace will open as seen in the next screen, below.

US NETWORK OF VIRTUAL ENTERPRISES WHOLESALE MARKETPLACE



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Orders

Add Product

My Products

Edit Shipping Address

View My Basket

Checkout

Log out

The menu links above are explained on the next page.

Menu Links

The functions for each menu link are as follows:

Menu Link	Description
Orders	Opens a screen with your firm's record of purchases
Add Product	Opens the product entry page for entering product information
My Products	Opens the product list that has been entered in the database
Edit Shipping Address	Correct the shipping address if different from the billing address
View My Basket	View the items in your shopping cart that will be purchased
Checkout	Final steps for making the purchase of items in shopping cart
Log out	Leave the Wholesale Marketplace and return to home screen

Enter Product Inventory

1. Click **Add Product** in the menu pane to begin.
2. Enter each product as indicated in the next screenshot.

US NETWORK OF VIRTUAL ENTERPRISES
WHOLESALE MARKETPLACE

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ADD PRODUCT

Product Name

Product Cost

Product Description

SKU ID

Save Cancel

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A. Enter a unique product name (e.g. Phone, Motorola Model X)

B. Enter the wholesale price (what you will pay) as a whole number. Do not use \$, ¢ or commas.

C. This field is optional, but a brief description is desirable.

D. This number should match the item/part number in your catalog.

E. Click Save if you wish to save the data. Click Cancel to delete.

F. Click Add Product and repeat steps A thru F to enter the next item.

Buy Products

1. Click the **Buy Products** link.
2. Using the **Quantity** dropdown, select how many you wish to purchase.
3. Click in the Select box to buy the product in the quantity selected.

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Item-SKU	Description	COST	Quantity	Select
sdfgsdg-1	fgdfg	123	1	<input type="checkbox"/>
widgets-1	indescrivable	10	1	<input type="checkbox"/>
Banking Guide-2		2	1	<input type="checkbox"/>

4. In the next screen, click **Continue Shopping** if you wish to purchase additional items. Repeat steps 3 & 4 for additional purchases.

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Orders

Your Cart

Progress : 1 YOUR CART » 2 SHIPPING & BILLING » 3 REVIEW » 4 INVOICE

Buy Products

Your Shopping Cart

Item-SKU	Description	COST	Select
sdfgsdg-1	fdgfg	123	Remove

Continue Shopping | Proceed to checkout

Note: • Shipping charge is the greater of a \$25 minimum or 2% of the total order.
• For orders shipped outside of continental US, shipping charge is the greater of a \$50 minimum or 4% of the total order.

Click **Remove** to remove unwanted items from your shopping cart.

Please note that shipping charges will be calculated and added to the cost of the order automatically.

5. When finished, click **Proceed to checkout**.

*Note: The menu links for **Edit Shipping Address**, **View My Basket**, and **Checkout** may be used to view parts of an existing order. However, the purchaser will be automatically stepped through these screens during the balance of the process.*

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Orders

Your Cart

Progress : 1 YOUR CART » 2 SHIPPING & BILLING » 3 REVIEW » 4 INVOICE

Buy Products

Your Shopping Cart

Checkout

CHECKOUT

Use Firm address

Firm Name:

Address 1:

Address 2:

City:

State:

Zipcode:

Proceed

Check Out

11
Items

Sub total:
\$ 143

Shipping:
\$ 25

Total:
\$ 168

Shopping Cart

- Orders
- Add Product
- Buy Products
- Edit Shipping Address
- View My Basket
- Checkout
- Log out

Your Cart 

Progress : 1 YOUR CART -- 2 SHIPPING & BILLING -- 3 REVIEW -- 4 INVOICE

Your Shopping Cart



Transaction Preview

Payable To :
 ROC Inventory
 131 West Broad Street
 Rochester NY 14614
 Account No : 10000247

Date: 8/19/2009

Sold To : and

Address :

Shipping Address :	Billing Address :
d4ddfd	d4ddfd
sdfd	sdfd
sfgd	sfgd
123123	123123

Email : sddfd@gmail.com

The Order Details are as follows :

Item-SKU	Description	Quantity	Cost
sdfrsd-1	fsdf	1	123
Banking Guide-2		10	2

Shipping: \$ 25

Total : \$ 168

This invoice is payable to your Central Office VE wholesale bank account indicated above.

[Place Order](#)

- Orders
- Add Product
- Buy Products
- Edit Shipping Address
- View My Basket
- Checkout
- Log out

Your Cart 

Progress : 1 YOUR CART -- 2 SHIPPING & BILLING -- 3 REVIEW -- 4 INVOICE

Your Shopping Cart



Invoice

ROC Inventory
131 West Broad Street
Rochester NY 14614

Invoice No: 72
Date: 8/19/2009

Sold To : ehs

Address :

Shipping Address :	Billing Address :
d\addrd	d\addrd
sd\ad	sd\ad
st\gd	st\gd
123123	123123

Email : asahd@gmail.com

The Order Details are as follows :

Item-SKU	Description	Quantity	Price
sd\trdc-1		1	125
Banking Guide-2		10	5

Shipping: \$ 25

Total :\$168

A Copy of this Invoice has been sent to your firm email account and to your central office.