

Marketplace Home Page

US NETWORK OF VIRTUAL ENTERPRISES
WHOLESALE MARKETPLACE



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Welcome to the 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 email support, contact:

Eric Spinner, espinne@schools.nyc.gov (Technical)
John Jastremski, jjastre@schools.nyc.gov (Instructional)

Or call: (212) 769-2710.

MEMBER LOGIN

Login ID:
Password:



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New firm members register here in order to get their user id & password. Click on **FIRM MEMBERS** to open the registration screen shown on next page.

Firm Registration

The screenshot shows the 'REGISTER NEW MEMBER' form on the 'US NETWORK OF VIRTUAL ENTERPRISES WHOLESALE MARKETPLACE' website. The page header includes the site name and logo, and a navigation bar with 'HOME', 'ADMINISTRATOR', 'FIRM MEMBERS', and 'CONTACT US'. A left sidebar contains links for 'Orders', 'Add Product', 'My Products', 'Edit Shipping Address', 'View My Basket', 'Checkout', and 'Log out'. The main form area contains the following fields: Email, Login ID, Password, Firm Name, Address1, Address2, City, State, Zipcode, Region (a dropdown menu currently showing 'NY'), Instructor, Role (a radio button for 'Member'), and Fax. At the bottom of the form are 'Request Access' and 'Cancel' buttons. A callout box on the right provides instructions: 1. ENTER THE FOLLOWING INFORMATION: Firm Email address, Firm Name (TBA if not known), Address1 (Street Address), Address 2 (Room/Suite #), City, State (2-letter USPS Abbreviation), Zipcode (5 digits), Region (select region/central office from dropdown), Instructor (Coordinator's name), Telephone number (123-456-7890). 2. Click Request Access button to submit registration request to your central office. The footer contains copyright information for 2009 by the New York City Department of Education.

Completion of the registration will enter your data into the marketplace database, and then send your registration information to your central office for assignment of username and password. When you receive your login information from your central office, you will be able to log into the site to begin entering your products for purchase.

Firm Login to the Marketplace

From the **HOME** page, enter your LoginID and Password, then click **log in** button to display the Firm Interface (the menu pane is shown below).



Menu Pane Functions

Orders: Displays a table with a record of items ordered from the Wholesale Marketplace.

Add Product: Interface to enter wholesale product information into the database.

Purchasing Section

Beginning with the Buy Products function, completion of each screen will bring the buyer to the next menu item.

Buy Products: Opens the product database for purchasing wholesale products.

Edit Shipping Address: Allows entry of a shipping address if different from the billing address, or selection button to make both the same.

View My Cart: Purchaser views the shopping cart prior to completing the purchase.

Checkout: Final screen in which the order is submitted. Completion of this step automatically generates and invoice which is sent to both the firm and the central office.

Log out: Logs the user out of the Wholesale Marketplace.

Adding Products and Wholesale Prices

Enter product name as you would in your catalog.
 Enter the calculated wholesale price to the nearest whole dollar.
 Enter a brief description to identify the product.
 Enter a unique SKU/ID (e.g.- Item number from catalog).
 Click **Save** to continue to the **Buy Products** page.

Buy Products

Item-SKU	Description	Price	Quantity	Select
Phone, Cell-5	Cellphone, basic	50	1	<input type="checkbox"/>
Walkie Talkie-3	CB Walkie Talkie	35	1	<input type="checkbox"/>

Members can see their item's listed in "Buy Products". They should select the items in order to compile an order.
 (After each item is selected, click Buy Products to return to the product list.

Order Compilation (Your Cart)

Item-SKU	Description	Quantity	Price	Select
Phone, Cell-5	Cellphone, basic	3	50	Remove
Walkie Talkie-3	CB Walkie Talkie	2	35	Remove

[Proceed to checkout](#)

Note: Shipping Charge is "the greater of \$25 minimum or 2% of the total order."

Members can see their item's listed in "Buy Products". They should select the items in order to compile an order. (After each item is selected, click Buy Products to return to the product list.

Edit Shipping Address

CHECKOUT

Use Firm address

Firm Name:

Address 1:

Address 2:

City:

State:

Zipcode:

[Validate](#)

Check Out

0
Items
Subtotal:
\$ 0
Shipping:
\$ 25
Total:
\$ 25
[Shopping Cart](#)

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Here members are supposed to enter their shipping address, if different from billing address, or choose the same address on file.

Transaction Preview

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HOME
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Orders

Add Product

Buy Products

Edit Shipping Address

View My Cart

Checkout

Log out

Your Cart 

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

Your Shopping Cart



Transaction Preview

VEC Trading
122 Amsterdam Avenue
New York NY 10023

Date: 7/7/2009

Sold To : Spinner Trading

Address :

<p>Shipping Address :</p> <p>122 Amsterdam Avenue New York NY 10023</p>	<p>Billing Address :</p> <p>122 Amsterdam Avenue New York NY 10023</p>
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Email : espiner@schools.nyc.gov

The Order Details are as follows :

Item-SKU	Description	Quantity	Price
Phone, Cell-5	Cellphone, basic	5	50

Shipping: \$ 25
Total :275

This invoice is payable to your state's VE wholesale bank account. Contact your state director for further details.

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Transaction Preview is identical to the invoice that will be generated, but requires clicking **Place Order** button to finalize the order.

When the Place Order button is clicked, the order will be finalized, and an invoice will be sent to the firm email on file, and a duplicate invoice will be sent to the central office email on file.