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Introduction

Using this Reference Guide

Purpose

For ease of reference these notes have been designed to illustrate how to execute commands using both the mouse and the quick keys via the keyboard. Symbols will be used to display both alternatives, along with exercises, tips and warnings.

Symbols

Commands and symbols will be indicated as follows:

<table>
<thead>
<tr>
<th></th>
<th>Mouse</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Mouse" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Keyboard" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Exercise" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Tip" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Warning" /></td>
</tr>
</tbody>
</table>

Note

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What Is Vendor Web Purchase Order?

Introduction and Importance

Vendor Web Purchase Order is a feature on the www.ingrammicro.com website that will allow Vendors to view (real time) and print Direct Ship Purchase Orders (PO).

Advantages to using www.ingrammicro.com also include:

• **Quick Access**
  Web purchase orders can be set up to automatically post to the website. Once the Ingram Micro Sales representative completes a direct ship order, it will automatically be reflected on the website. This reduces delays associated with faxing orders and lets you sleep more soundly knowing that you don't have to wait for the overnight batch to be received by your order-management team.

• **Order Management Flexibility**
  Process orders even when your Ingram Micro representative is not there, since www.ingrammicro.com is available around the clock.

• **Immediate E-mail Notification**
  Set up your account so that you receive email notification when an order is ready to print from the site.

• **Document Clarity and Assurance**
  Replace hard-to-read faxes with clear electronic documents, which can be immediately accessed and printed for your order-entry convenience. Plus, online access to direct-ship purchase orders eliminates common fax transmission issues.

• **Time Stamped Orders**
  Easily track when a direct-ship PO is received. A timestamp is noted in Ingram Micro’s internal systems and your Ingram representative is automatically notified when the order has been viewed on the web site.
### Step-by-Step

**Vendor Web Purchase Order (Web PO)**

**Procedure**

To access the Purchase Order function, click on the Purchase Order tab located on the Home Page navigation bar.

![Image of the web interface with the Purchase Order tab highlighted.](image)

There are six fields that define the Purchase Orders Table below. The definitions for these fields are as follows:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Definition</th>
<th>To Sort Table by this field:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Date</td>
<td>The date the PO was created in Web PO</td>
<td>Click <a href="#">PO Date</a></td>
</tr>
<tr>
<td>PO Number</td>
<td>A unique PO number</td>
<td>Click <a href="#">PO Number</a></td>
</tr>
<tr>
<td>Vendor Number</td>
<td>Ingram Micro Vendor Number</td>
<td>Click <a href="#">Vendor Number</a></td>
</tr>
<tr>
<td>PO Type</td>
<td>Currently only &quot;Direct&quot; will be listed.</td>
<td>Click <a href="#">PO Type</a></td>
</tr>
<tr>
<td>Status</td>
<td>Blank = PO not viewed vendor</td>
<td>Click <a href="#">Status</a></td>
</tr>
<tr>
<td>Status</td>
<td>Processed = PO viewed by vendor.</td>
<td></td>
</tr>
<tr>
<td>Vendor #</td>
<td>A list box displaying all Ingram Micro assigned Vendor Numbers for the signed on Vendor</td>
<td>See Vendor # section below</td>
</tr>
<tr>
<td>Page</td>
<td>Displays which page is currently being viewed, or the user can enter desired page and click on the Go! link to quickly navigate to the desired page.</td>
<td>See Page below section below</td>
</tr>
</tbody>
</table>

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Vendor Web Purchase Order
Rev. 12/03/2004
For questions regarding purchase order discrepancies, please contact your Ingram Micro Supply Chain Coordinator.

Vendor # field

This list field allows the Vendor to view Vendor Numbers in three: All, single, or multiple:

- To view all Vendor Numbers highlight -All- by clicking on it, then click on Find.
- To view a single Vendor Number highlight desired Vendor Number by clicking on it, then click on Find.
- To view multiple Vendor Numbers highlight desired Vendor Numbers by holding down the Ctrl key+clicking on them, then click on Find (Ctrl+Shift, then Ctrl+Find).

Page field

Displays which page is currently being viewed, or the user can enter desired page and click on the Go link to quickly navigate to the desired page. Next will navigate you to the next page, whereas Previous will take you back to the last page (assuming you are not on page 1 of course).
Status field

Once the Status is viewed, the PO will only remain listed for this vendor for two business days, or seven days if not viewed. If the PO is deleted per the process just described, the vendor could obtain PO status detail again by contacting their IM Supply Chain Coordinator (SCC). Likewise, the SCC is the contact point for all pricing discrepancies or quantity issues.
Getting Additional Help

For additional help:

1. Call the *eSolutions Customer Support* (ECS) line at 1-800-616-4665.

2. Call your Ingram Micro SCC.

3. If you have any questions or comments about this User Guide, please e-mail guide-feedback@ingrammicro.com