

# 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 & A

- ◆ 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 1500 vendors on ECOMS
  
- ◆ Q – How do I get added to ECOMS
- ◆ A – Fill out the attached form and return it to the Merchandise Manager (buyer)

# ECOMS

Exchange Catalog Order  
Management System

# Login Page – Enter your LOGIN and PASSWORD that is provided once you are added

HQWAS22 ECOMS - Microsoft Internet Explorer provided by AAFES IE 6 SP1 build 1.1

Exchange  
*Catalog*

Login name

Password

### IMPORTANT REMINDERS

To reduce/eliminate e-mail and phone volume:

- Enter SHIP INFORMATION and INVOICE in ECOMS as soon as possible
- Update ECOMS with BACKORDER information before PO(s) become delinquent
- Action CANCELLATIONS within 24 hours

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Your ECOMS support team is available from 7:30am-4:00pm Central Time M-F at 214-312-4621 or 214-312-4252.

Please call 214-312-3800 if you experience communication problems with this website.

Please be sure to temporarily disable any pop up add blocker software if you are experiencing difficulties using the ECOMS SYSTEM.

Done Local intranet

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

HQWAS22 ECOMS - Microsoft Internet Explorer provided by AAFES IE 6 SP1 build 1.1

Exchange *Catalog* ALTAMA FOOTWEAR

help hide password logout

overview  
orders  
invoices

### vendor workload summary

Last Refreshed: Oct 13 2004 2:04AM [update](#)

Retailer Item #:  [search](#)

#### Open Orders

Early 100%

**ALTAMA FOOTWEAR**  
3399 PEACHTREE ROAD NE  
SUITE 820  
ATLANTA, GA 30326-0000  
Contact: ROBERT BRACEWELL  
800-437-9888  
**Service Level: 21 day(s)**

Open Orders	Items	Orders	Avg Age
Open	2	2	1

Shipped Orders	Items	Orders	Avg Age
Last 7	6	6	1
Last 30	30	34	15

Item	Item Description	Order	Age	Order Pool
K448R135W	6478 M WTRPRF BT BK 13 1/2W	1	1	100%
K448W85M	8878 M 10 BT GN SIE 8.5M	1	1	100%

1 to 2 of 2 Match(es)

Done Local intranet

**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.

HQWAS22 ECOMS - Microsoft Internet Explorer provided by AAFES IE 6 SP1 build 1.1

Exchange Catalog MAINE WREATHS INC

help hide password logout

overview

orders

pull

status

cancellations

address updates

shipping

packing slip

po inquiry

invoices

**pull items**

	Unpulled	Pulled	Held
POs	33	0	0
Units	33	0	0
Dollars	924.35	0	0

Retail Division:  Pull Single Line POs Only

All <input type="checkbox"/>	Item #	Item Description	Unpulled POs			Unpulled Units			# Units to Pull
			All	S/L	ML	All	S/L	ML	
<input type="checkbox"/>	0002	0002 WREATHS CENTER PEICE	9	9	0	9	9	0	<input type="text" value="9"/>
<input type="checkbox"/>	0003	0003 MAILBOX HUGGERRED BOW	2	2	0	2	2	0	<input type="text" value="2"/>
<input type="checkbox"/>	24TW	24TW 24 BALSAM FIRWREATH RD	7	7	0	7	7	0	<input type="text" value="7"/>
<input type="checkbox"/>	BS34	BS34 WREATHS BALSAM SWAG	3	3	0	3	3	0	<input type="text" value="3"/>
<input type="checkbox"/>	MW24	MW24 WREATH SPECIAL 24 RED	2	2	0	2	2	0	<input type="text" value="2"/>

1 to 5 of 8 Match(es)

Done Local intranet


This is your **PURCHASE ORDER/PACKING SLIP** that you will print

**Pack Slip - Microsoft Internet Explorer provided by AAFES IE 6 SP1 build 1.1**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://ecomms.aafes.com/servlet/com.cwi.cdc.vendor.packslip.PackSlipServlet?action=packingslipform.jsp&divid=CYBER&count=1> Go Links

	<b>The Exchange Catalog</b> c/o Atlanta Catalog Warehouse 4864 S 2nd ST Bldg 305A Ft Gillem Forest Park, GA 30297-5135	<b>P.O. Number</b>	<b>Order Number</b>	<b>Order Date</b>
		7541370180	041361360-01-1-0101	05/16/2004

S H I P  T O	ANDREA KOWAL 1431 NANTAHALA BEACH RD GULF BREEZE, FL 32563-0000  Phone: 8509325067	S O L D  T O	ANDREA K KOWAL 1431 NANTAHALA BEACH RD GULF BREEZE, FL 32563-0000  Phone: 8509325067
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**Message(s) from your Exchange Catalog**

The Holiday 2004 Catalog is now available at your local Exchange or online at aafes.com. Find great items for decorating your home for the Holidays... indoors and out. Pick up your free copy today!

**Question about your order? Please contact your Exchange Catalog @ 1-800-527-2345 or WWW.MLEXCH.COM.**

QTY	UPC Code	Style Number	Item Key	Item Description
1	046838012105	XL-PR2	D547K	XL-PR2 CD PAYER W/A/FM/MP3



**STATUS PAGE** –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.

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Exchange Catalog ALTAMA FOOTWEAR

help hide password logout

status - pulled unpulled

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

Item #	Sales Order #	PO #	Original Due Date	Revised Date	Hold	Reason Description
6478	042861750-01-1-0101	<a href="#">7542861537</a>	11/02/2004	<input type="text"/>	<input checked="" type="checkbox"/>	We do not make that size
8878	042860322-01-1-0101	<a href="#">7542860671</a>	11/02/2004	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

1 to 2 of 2 Match(es)

overview

orders

- pull
- status
- cancellations
- address updates
- shipping
- packing slip
- po inquiry

invoices

Local intranet

**SHIPPING** –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

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Exchange Catalog ALTAMA FOOTWEAR

help hide password logout

overview shipping

orders

- pull
- status
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invoices

Batch ID:  Retail Division:  Sales Order #:  PO #:

Invoice #:

All	Batch ID	Retail Division	Sales Order #	PO #	Carrier	Tracking #	Weight	Rate	Ship Date
<input type="checkbox"/>	155972	Exchange Catalog S	042860322-01-1-0101	7542860671	<input type="text" value=""/>	<input type="text" value=""/>	0.0000	0.0000	10/13/2004

1 to 1 of 1 Match(es)

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

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Exchange Catalog ALTAMA FOOTWEAR

help hide password logout

overview  
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invoice summary

**create invoice**

Invoice
 Retail Division: 
 Shipment From: 
 Shipment To: 
 Sales Order #: 
 PO #: 
 Vendor Item #:

Total # of PO's to Invoice	Total Units to Invoice	Total Amount of PO's
2	2	\$148.90

Invoice #

All <input type="checkbox"/>	Ship Date	PO #	PO Line #	Item #	Description	Ship Qty	<input type="checkbox"/>
<input type="checkbox"/>	10/12/2004	7542821468	001	6878	6878 M 10 BT BK SIE 61/2W	1	<input type="checkbox"/>
<input type="checkbox"/>	10/12/2004	7542850438	001	6852	6852 M RT 8 BK JINGI 9.5W	1	<input type="checkbox"/>

1 to 2 of 2 Match(es)

Done Local intranet

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

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Exchange Catalog ALTAMA FOOTWEAR

help hide password logout

overview  
orders  
invoices  
invoicing  
invoice summary

print report back

Exchange Catalog Invoice Summary Report collaborate.dot.commerce

Invoice Date Range: 10/01/2004 to 10/13/2004 Status: Posted Run Date: 10/13/2004 User name: ALTAMA FOOTWEAR

Organization: Catalog Sales Vendor Name: ALTAMA FOOTWEAR

Invoice Number	Invoice Date	Gross Due Date	Discount Due Date	Description	Merch. Amt.	Freight Amt.	Handling Amt.	Other Amt.	Total Amt.	CR
IN148298	10/07/2004				84.95	0.00	0.00	0.00	84.95	
				<b>Header level charges</b>		0.00	0.00	0.00	0.00	
				<b>PO # 7542801025</b>	84.95	0.00	0.00	0.00	84.95	
IN148299	10/07/2004				74.95	0.00	0.00	0.00	74.95	
				<b>Header level charges</b>		0.00	0.00	0.00	0.00	
				<b>PO # 7542800160</b>	74.95	0.00	0.00	0.00	74.95	
IN148309	10/05/2004				84.95	0.00	0.00	0.00	84.95	
				<b>Header level charges</b>		0.00	0.00	0.00	0.00	
				<b>PO # 7542780072</b>	84.95	0.00	0.00	0.00	84.95	
IN148318	10/06/2004				66.95	0.00	0.00	0.00	66.95	
				<b>Header level charges</b>		0.00	0.00	0.00	0.00	
				<b>PO # 7542791587</b>	66.95	0.00	0.00	0.00	66.95	
IN148345	10/08/2004				84.95	0.00	0.00	0.00	84.95	
				<b>Header level charges</b>		0.00	0.00	0.00	0.00	
				<b>PO # 7542811413</b>	84.95	0.00	0.00	0.00	84.95	
ALTAMA FOOTWEAR Total:					396.75	0.00	0.00	0.00	396.75	
Grand Total:					396.75	0.00	0.00	0.00	396.75	

Done Local intranet

**CANCELLATIONS** – use this option to **ACCEPT** (you have NOT shipped the PO) or **DECLINE** (you have already shipped the PO) the pending cancellation.

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Exchange Catalog JVC COMPANY OF AMERICA

help hide password logout

overview

orders

- pull
- status
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- packing slip
- po inquiry

**cancellations**

Retail Division: All search

All	Vendor Item #	Retailer Item #	Item Description	Sales Order #	PO #	Units
<input type="checkbox"/>	HANC100	C557H	HANC100 NOIE CANCELNG HDPH	042491097-02-1-0201	7542491103	1
<input type="checkbox"/>	CSHX6955	C603K	CSHX6955 6X9 5 WAY CAR SPKR	042141650-01-1-0101	7542150343	1

1 to 2 of 2 Match(s)

accept decline

Done Local intranet