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.

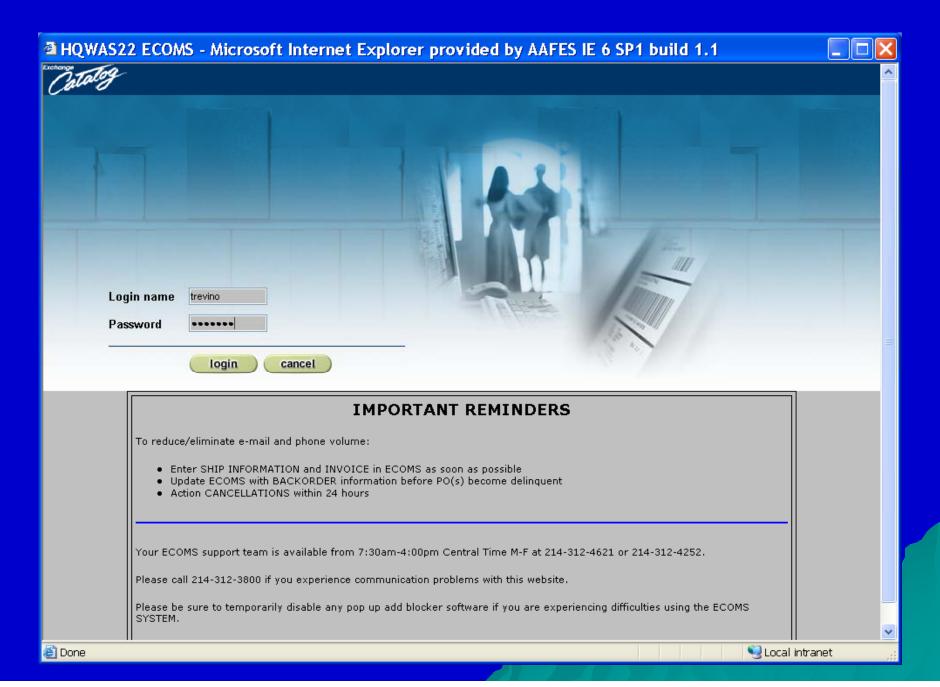
Q & A

- ◆ 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)

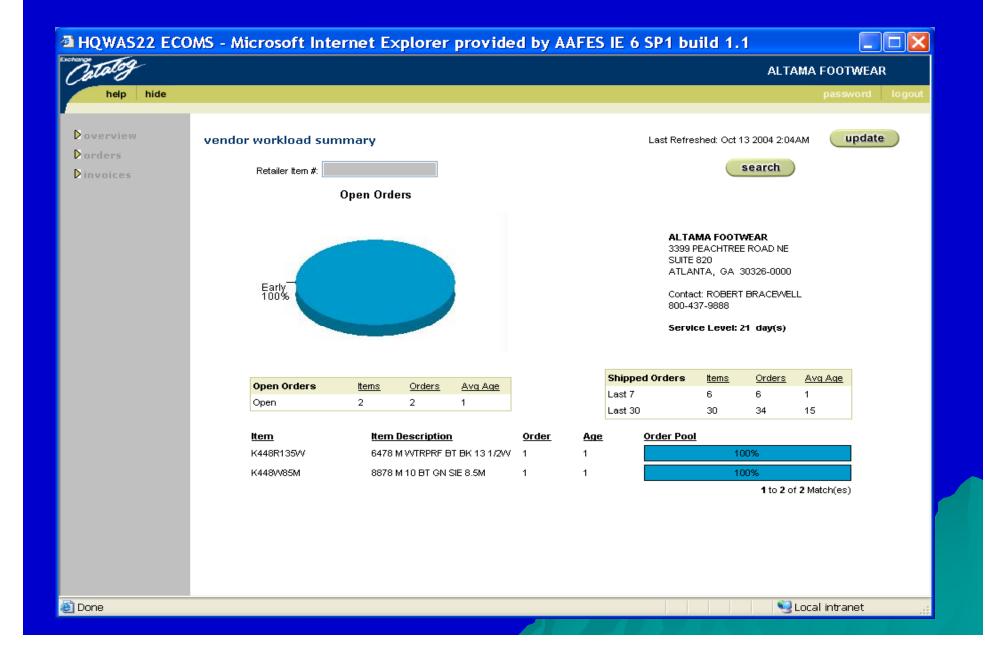
ECOMS

Exchange Catalog Order Management System

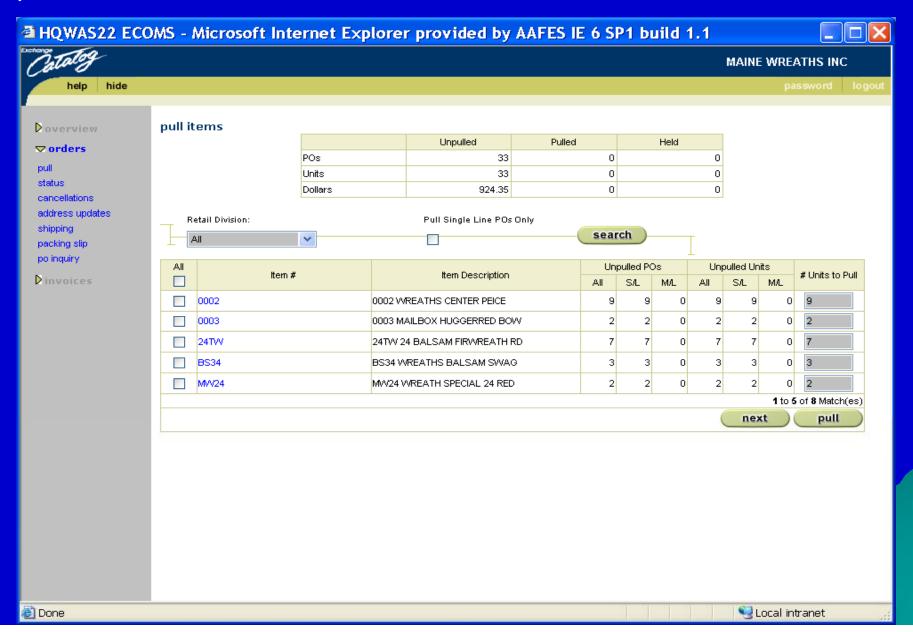
Login Page — Enter your LOGIN and PASSWORD that is provided once you are added



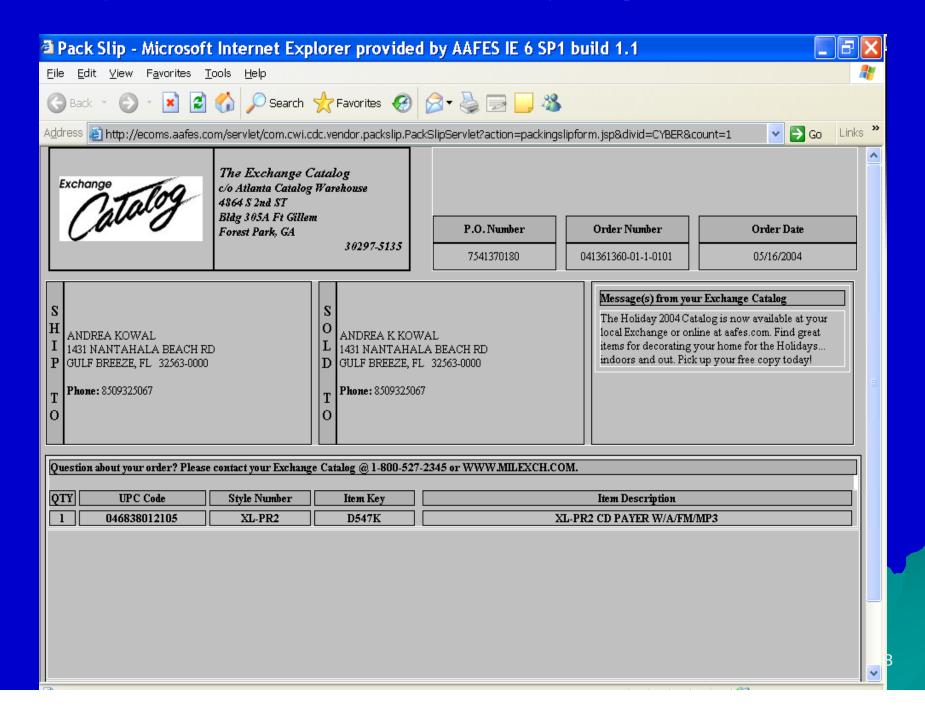
Overview Page — Pie chart gives you an overall picture of how well you are shipping and also displays your shipping "report card" on individual items.



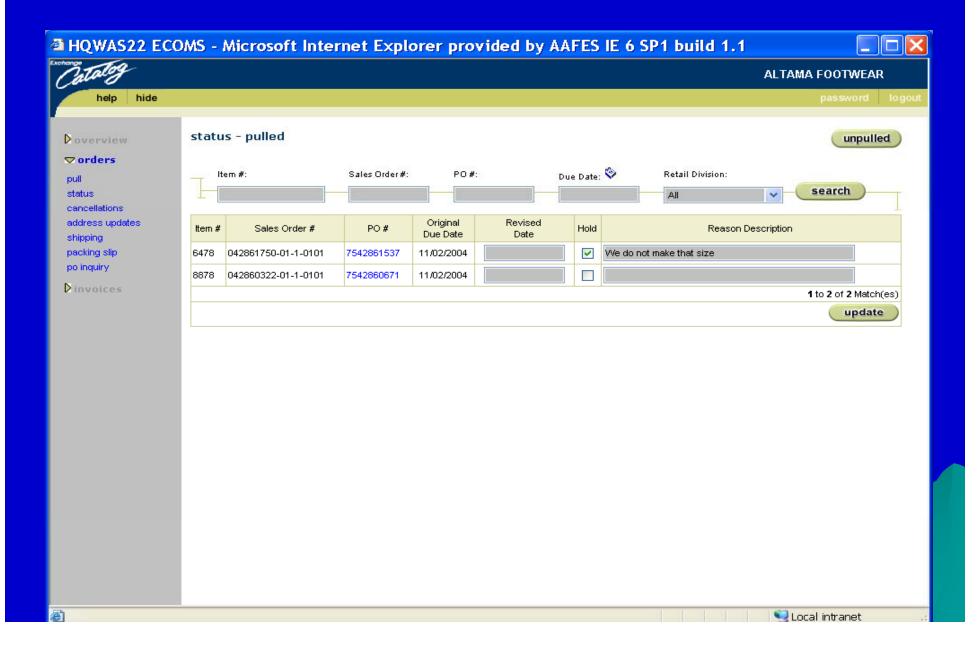
PULL ITEMS — shows you the number of UNPULLED and PULLED PO's and individual items on the PO's. From this page you will start the Pull PO process.



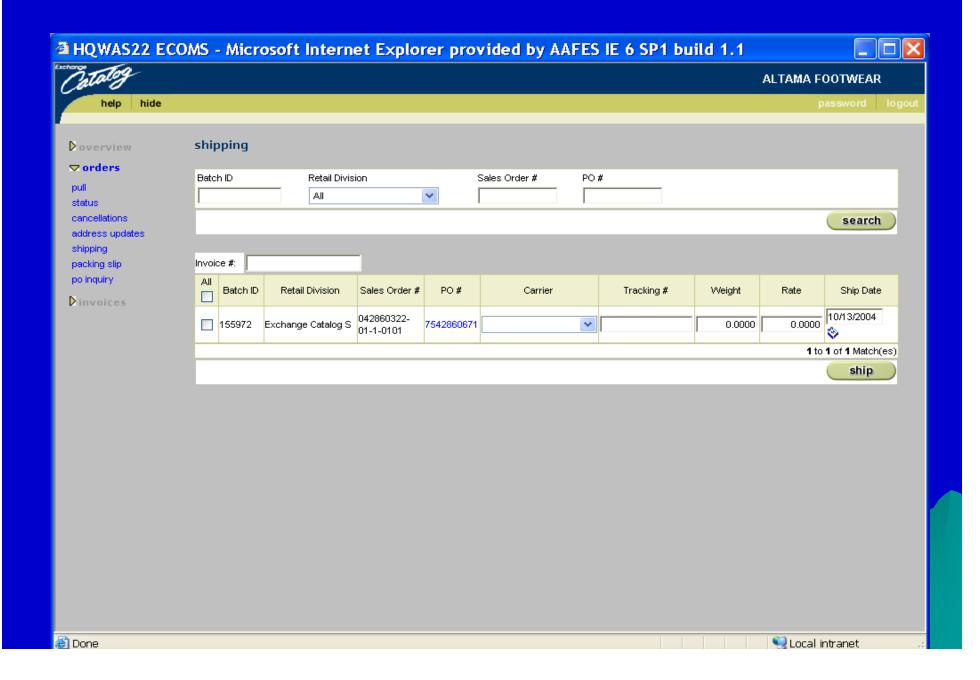
This is your PURCHASE ORDER/PACKING SLIP that you will print



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.



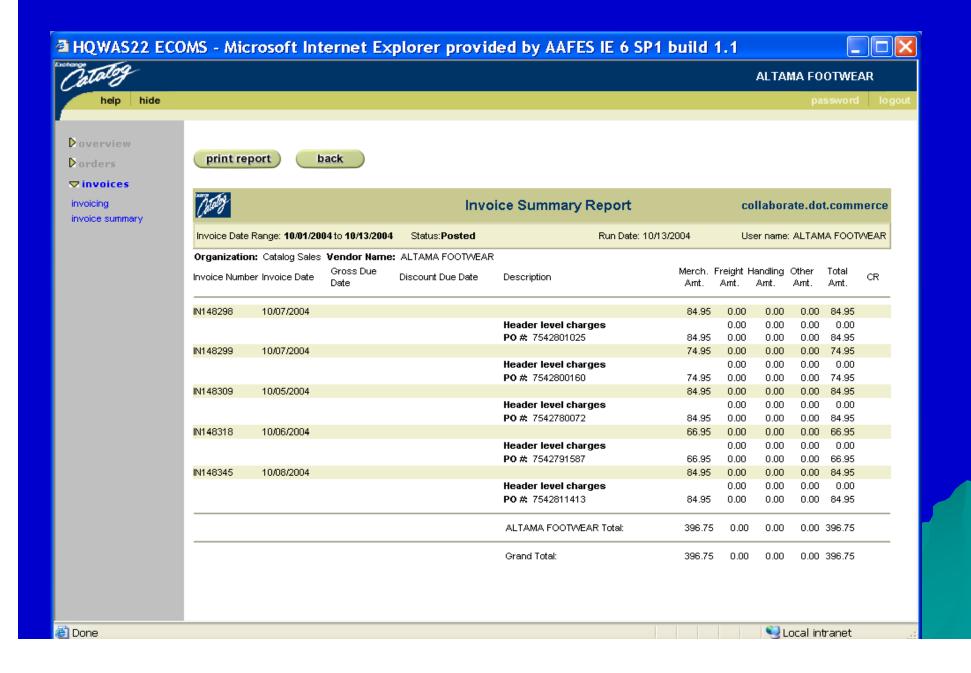
SHIPPING —Option used to enter your SHIPPING INFORMATION (carrier, tracking number) and to enter your INVOICE number. Paper invoices no longer need to be mailed in



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



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

