

## Welcome...

...to the HNS **Web Commerce** tutorial. This tutorial will explain some basic concepts and describe the procedures you will use to process your business documents via the Internet using our electronic commerce service powered by Inovia Inc.

## Requirements

To use the **Web Commerce** service, you need access to the Internet and Microsoft Internet Explorer; the minimum version required is IE 6.0. You must have JavaScript and Cookies enabled. Please see the tutorial that reviews downloading and setting up Internet Explorer 6.0 before connecting to **Web Commerce**.

## On-Line Help

This tutorial is available to assist you to become familiar with the **Web Commerce** application. It is a complete walk through of the site, including screen shots and a description of all features and functionality.

If you have any additional questions and wish to speak to a customer service representative please call E-Markets Support at 877-446-6847. From the main menu choose option 1, 1 and then 2 for Technical Support.

## Application Tools

This application has been designed to allow HNS to send out Purchase Orders and receive back from the suppliers: Purchase Order Acknowledgements (POAs), Advance Ship Notices (ASNs) and for some approved suppliers, Invoices.

If you are not currently approved for Invoicing through the portal, please contact HNS' Accounts Payable department at 240-599-8214 and ask to speak with your account representative about eligibility.

## Site Walk Through

**Summary**-The **Summary** will be the first screen that you see when you log into Web Commerce. This provides you with a list of all folders and the number of documents in each as well as the timing for the documents to be deleted.

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Also from the **Summary** screen you will see that the Web Commerce application has been designed with navigational links and folder selections on the top and left sides of your screen. The icons across the top include **Return to the Summary Page, Update/View Your Contact Information, Contact Support, Tutorials and Logout.**

1. **Return to the Summary Page:** this icon will return you to the summary page from anywhere in the application
2. **Update/View Your Contact Information:** Web Commerce allows you to view or update your contact information from anywhere in the application
3. **Contact Support:** if you require support the numbers/email addresses are found here
4. **Tutorials:** this icon provides a link to 4 tutorials for your assistance: the 850 Spoke Tutorial is a complete walk through of the PO/POA site including screen shots, the Reschedule Report provides a walk through of the reschedule report, an explanation of how to download Internet Explorer 6.0 if you require it and a tutorial on downloading Acrobat Reader if required
5. **Logout:** click this icon if you wish to logout of the application

The links down the left side of the screen show the **Navigation, Folders and Links** that are available.

#### **Navigation:**

1. There are 2 links under Navigation, Back is to assist you returning to the previous page and Reschedule Report will show if you also receive reschedule reports from HNS. By clicking this link you will be taken to the Inbox containing the Reschedule Report.

#### **Folders**

1. **Inbox-** The Inbox will contain all POs, Change Orders, and Cancel Orders that have not been processed yet. The Inbox will provide information like PO number, the date the PO was posted, and the viewed status of the PO. Type of PO will be Original, Change or Cancel. For ease of use Web Commerce will automatically send an email when new POs, Change Orders or Cancel Orders have been posted to your Web Commerce account.
2. **Saved-** The Saved folder has POAs and Invoices that have been saved as incomplete and can be processed at a later date.
3. **In Process-**The In Process folder has 3 tabs, POs, POAs and ASNs. This folder is where all partially processed POs will be stored and POAs and ASNs that have not yet been completed.

- a. Web Commerce gives you the ability to create many POAs/ASNs from one PO or Change Order. The PO will remain in the In Process folder until all the units of all the line items have been acknowledged.
  - b. The supplier has the ability to create a partial POA/ASN against a PO and save it for processing at a later date.
4. **Sent**-The Sent folder contains POAs, ASNs and Invoices. The POA tab will show all POAs that have been sent to HNS.
  5. **History**-The History folder will hold all POs that have been completely invoiced. If there are multiple POAs/ASNs and Invoices against a PO, all the documents will be shown numerically beside the PO.
  6. **Trash**-The Trash folder will hold all partially completed POAs and ASNs that have been deleted by the supplier. They will move to this folder and be removed by Web Commerce every 60 days.

### Links

This area is used to provide links to the HNS web site that provides information on Terms and Conditions, Routing Information, Import Compliance, Bar Code Labels, Survey Form and Development Program.

### How to use the application

1. Open the URL <https://webec.inovisworks.net/webec/webec.html?CustProgram=WCHNS> in Internet Explorer. Enter in the Username and Password you were issued by HNS at the time of registration in the appropriate spaces provided and click the **Validate** button.
2. Once you have clicked Validate the next screen that you will see is the **Summary** page in your Web Commerce account. This shows a list of the folders and the number of documents in each. There is also information that indicates when the documents are due to be deleted from the application.
3. In the Web Commerce application, the documents will all flow through the various folders. When a PO, PO Change or PO Cancel is sent by HNS it will appear in the Inbox showing a Type of Original, Change or Cancel.
4. To view a PO in your Inbox click on the PO number.

Navigation		POs			
Back	Reschedule Report	PO Number	PO Type	Date Posted	Viewed
Folders		<input type="checkbox"/> <a href="#">TST0000001</a>	Original	1/12/2004 1:47:05 PM	✓
Summary		<input type="checkbox"/> <a href="#">TST0000005</a>	Original	1/12/2004 1:47:05 PM	
Inbox		<input type="checkbox"/> <a href="#">TST0000101</a>	Original	1/12/2004 1:47:05 PM	
Saved		<input type="checkbox"/> <a href="#">TST0000102</a>	Original	1/12/2004 1:47:06 PM	
In Process		<input type="checkbox"/> <a href="#">TST0000103</a>	Original	1/12/2004 1:47:06 PM	
Sent					
History					
Search					
Actions					
Print					
Archive					

5. Once you have clicked on the PO number, the next screen will be the PO and all its details.

Navigation		Purchase Order			
Back	Reschedule Report	<b>Hughes Test Supplier (777777)</b>			
Folders		Purchase Order Number	<b>TST0000001</b>	Purchase Order Date	04-Jun-2003
Summary		PO Type:	Original		
Inbox		<b>Buyer</b>			
Saved		Buyer Name	HNS Buyer		
In Process		Buyer Phone	301-212-7538	Fax	301-212-7538
Sent		<b>Ship to</b>		<b>Bill To</b>	
History		HNS Tijuana/Otay Mesa Plant Hughes Network Systems - CA 8830 Siempre Viva Rd Suite 600 SAN DIEGO CA US		Hughes Network Systems Attn: Accounts Payable 11717 Exploration Lane Germantown MD 20876	
Search		<b>Terms</b>			
Actions		FOB	DESTINATION		
Acknowledge					

6. Click the [Acknowledge](#) link to create a POA based on the PO.

**Important: A Purchase Order Acknowledgement (POA) MUST be created for all Purchase Orders. If a POA is not created, the Purchase Order will remain in the “Inbox” folder and it will not be possible to create an Advanced Shipment Notification (ASN) and likewise it will not be possible to create an EDI Invoice if you are participating in EDI Invoicing with HNS.**

7. The next screen that will come up will be the interactive POA screen. If you agree with the quantities that are shown for each item, simply click on Save. The POA will then be sent to HNS automatically and stored in your [Sent](#) folder.

Navigation		Purchase Order Acknowledgement				
Back To 850 Menu	1 (777777)		Approved			
<b>Folders</b>		PO Number: TST0000101	Purchase Order Date: 08-Dec-2003 0:0			
Summary		Delivery Date				
Inbox	Buyer Name: Michael Burch	Buyer Phone: 301-212-7565				
Saved	<b>Ship to</b>		<b>Bill To</b>			
In Process	HNS Shady Grove Plant	Hughes Network Systems				
Sent	Hughes Network Systems - 5G	Attn: Accounts Payable				
History	16050 Industrial Dr.	11717 Exploration Lane				
Search	GAITHERSBURG	Germantown				
	MDUS	MD 20876				
<b>Actions</b>	Order Dept. Contact	Phone				
<b>Line Items</b>						
Include	Item	Order Qty	Qty Shipped	UOM	Unit Price	Line Total
<input checked="" type="checkbox"/>	10	3000	0	EA	58.49 /10	17,547.00
	Buyer Part Number: 1020469-0002		Mfgr Part Number: 1020469-0002			
	MMIC,PLL (WIDMER2)		Ack Qty	Delivery Date		
	<a href="#">Split</a>	<input type="text" value="3000"/>	<input type="text" value="29-Mar-2004"/>			
<input checked="" type="checkbox"/>	20	4500	0	EA	192.00 /100	8,640.00
	Buyer Part Number: 9010564-0001		Mfgr Part Number: MAX2113UGH			
	IC,TUNER,INTEGRATED DBS 5V		Ack Qty	Delivery Date		

8. There are 3 fields open for edit on the POA. The quantity, unit price and ship date. If you wish to adjust the quantity or unit price highlight the field and enter the new information.
9. If the quantity or price is changed, and the change exceeds HNS's tolerance, the POA will be placed in the **In Process** folder under the POA tab. The POA will be sent to the buyer at HNS who will either issue a change order to match the updated POA or reject the POA or cancel the entire PO. In all of these circumstances the supplier will receive and email notification to inform them of the action taken by HNS.
10. If you need to enter multiple ship dates per line item, update the Ack Qty and the date with the first input line and click the **Split** link.
11. Web Commerce will add an additional quantity and date field. Update the information as required and for each additional line of input, click the Split line and additional lines will open for input. Once you have completed all the lines you wish to include click the **Send** link and the POA will be sent back to HNS.
12. Once the POA is complete, the **Actions** link now shows **Create ASN (Advanced Shipment Notification)**.

**Important: An ASN MUST be created for all Purchase Order Acknowledgements (POAs). If an ASN is not created, the Purchase Order will remain in the "In Process" folder and it will not be possible to create an EDI Invoice if you are participating in EDI Invoicing with HNS.**

Navigation	Purchase Order Acknowledgement					
Back To 850 Reschedule Report	Hughes Development Company (777777) <span style="float: right;">Approved</span>					
	PO Number: <b>TST0000102</b>	Purchase Order Date: 08-Dec-2003 0:0				
		Delivery Date				
	Buyer Name: Michael Burch	Buyer Phone: 301-212-7565				
	<b>Ship to</b>	<b>Bill To</b>				
	HNS Shady Grove Plant Hughes Network Systems - 5G 16050 Industrial Dr. GAITHERSBURG MD US 20877	Hughes Network Systems Attn: Accounts Payable 11717 Exploration Lane Germantown MD 20876				
	Order Dept. Contact	Phone				
	<b>Line Items</b>					
	<b>Item</b>	<b>Order Qty</b>	<b>Qty Shipped</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Line Total</b>
	10	3000	3000	EA	58.49 /10	17,547.00
	Buyer Part Number: 1020469-0002		Mfgr Part Number: 1020469-0002			
	MMIC,PLL (WIDMER2)					
		<u>Ack Qty</u>		<u>Requested Date</u>	<u>Acknowledged Date</u>	
		3000		29-Mar-2004	29-Mar-2004	

- The ASN is required by HNS as it provides the necessary freight information. The fields that are required are: ASN number, Transportation Method and Carrier, the Tracking number and the Estimated Delivery Date. The Country of Origin is automatically populated with U.S.A. but can be updated by clicking on the drop down list.
- The quantity will be automatically filled from the quantity still remaining on the PO.
- As with the POA, you can **Save as Incomplete**, in which case the ASN can be found later in the Saved folder, or **Send**, in which case the ASN will be sent to HSN.
- If you have not been approved to create invoices**, once you have completed the ASN the Action link will be blank. From here you can return to the Inbox or any of the folders listed.

Navigation	Advance Shipping Notice					
Back Reschedule Report	PO Number:	TST0000010				
	ASN Number:	<input type="text"/>				
	ASN Date:	08-Dec-2004				
	Transportation Method:	<input type="text" value="Air"/>				
	Carrier:	<input type="text" value="Select Carrier"/>				
	Tracking Number:	<input type="text"/> <b>**Please ensure that the complete tracking number is entered.</b>				
	Estimated Delivery Date:	<input type="text"/>				
	<b>Item</b>	<b>Buyer Part Number</b>	<b>Country of Origin</b>	<b>Vendor Part Number</b>	<b>Quantity</b>	<b>UOM</b>
	<input checked="" type="checkbox"/>	1	<input type="text" value="Select Country"/>		<input type="text" value="70000"/>	EA
			<input type="button" value="Save as Incomplete"/>		<input type="button" value="Send"/>	

17. If you have been approved to create invoices, once you have completed the ASN the **Action** link will show **Create Invoice**.

Item	Buyer Part Number	Country of Origin	Vendor Part Number	Quantity	UOM
10	1020469-0002	USA		3000	EA
20	9010564-0001	USA		4500	EA
30	9011013-0001	USA		10000	EA

18. After you click the invoice link you will see the invoice template that requires an **Invoice number**. This number must be unique.

19. The invoice template allows you to accept today's date or use the date calendar icon to modify to a date you choose.

20. The quantity field is also open to allow you to edit the amount auto filled from the PO to the exact quantity you wish to invoice. Multiple invoices are allowed per PO.

21. Freight can also be added to the invoice and the invoice can be saved as incomplete at any time to be found later in your Saved folder or click Send to create the invoice and send to HNS.

Include	Item	Qty Shipped	Qty Invd	Quantity	UOM	Buyer's Part Number	Mgr's Part Number	Unit Price	Price
<input checked="" type="checkbox"/>	10 MMIC,PLL (WIDMERZ)	3000	0	<input type="text" value="3000"/>	EA	1020469-0002	1020469-0002	58.49/10	17,547.00
<input checked="" type="checkbox"/>	20 IC,TUNER,INTEGRATED DBS 5V	4500	0	<input type="text" value="4500"/>	EA	9010564-0001	MAX2113UGH	192/100	8,640.00
<input checked="" type="checkbox"/>	30 IC,MICROPROCESSOR SUPERVISOR	10000	0	<input type="text" value="10000"/>	EA	9011013-0001	MAX6703SKA-T	0.6/1	6,000.00

Freight:

Total Invoice Amount: \$ 32,187.00

**Benefits of EDI Invoicing:**

1. No more manual processing of Invoices on the HNS side which will eliminate data entry mistakes and greatly reduce time to process invoices which should result in fewer payment delays.
2. No opportunity for invoices to become misplaced or lost since there will be an electronic record of each transaction.
3. Automatic invoice / PO discrepancy processing. If for whatever reason the Invoice does not match the PO, upon EDI Invoice receipt, this discrepancy will be immediately relayed to the appropriate Buyer for resolution. This should result in quicker resolution and therefore fewer payment delays.

If you are not currently approved for Invoicing through the portal, please contact HNS' Accounts Payable department at 240-599-8214 and ask to speak with your account representative about eligibility.

**That's it**

You are now ready to use **Web Commerce** to do business.