

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 GXS Inc.

Requirements

To use the **Web Commerce** service, you need access to the Internet and Microsoft Internet Explorer, the minimum version required is 7.0 for maximum virus protection. You must have JavaScript and Cookies enabled.

Application Tools

This application has been designed to allow HNS to send a Reschedule Report and allow the suppliers to view and run reports on the data. Additional functionality is available for you to Export the documents or print hard copies. The responses of the suppliers to the Reschedule Report will be forwarded back to HNS in the form of an EDI 865.

The **Web Commerce** application has been designed with navigational links and folder selections on the top and left side of your screen. The first screen you see when you log in is a summary of all the reports that have been sent to you for the current week sorted by Buyer.


From this screen you will see that the **Web Commerce** application has been designed with navigational links on the top of your screen and action selections down the left side. The icons across the top include **Update/View Your Contact Information, Contact Support, Help, and Logout.**

1. **Update/View Your Contact Information:** **Web Commerce** allows you to view or update your contact information from anywhere in the application
 2. **Contact Support:** if you require telephone or email support
 3. **Help:** this icon will provide an on-line tutorial which provides a walk through of the application and should provide answers for any questions you may have
 4. **Logout:** click this icon if you wish to logout of the application
-

How to use the application

1. Open the URL <https://webec.inovisworks.net/webec/webec.html?custprogram=WCHNS> in Internet Explorer 7+. Enter in the Username and Password provided to you by HNS in the appropriate spaces provided at the top 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 reports, sorted by buyer, that have been posted to your account with the report date being used as the report identifier.

Navigation	Folder	New	Total	To Be Deleted
Back	Inbox	2	6	
Reschedule Report	Saved		0	
Folders	In Process		2	
Summary	Sent		4	
Inbox	History		3	0
Saved	PO's that have been completed along with all related documents will be removed from the web site 60 days after completion. Documents in the To Be Deleted column will be deleted in 10 days or less.			
In Process				
Sent				
History				
Search				
Links				
Terms and Conditions				
Routing Guides				
Import Compliance				
Bar Code Labels				



3. To view a Reschedule Report in your Inbox click on the Report Date.
4. The Reschedule Report allows you to respond in two ways: you can either accept the proposed changes or modify the proposed changes on a line-item basis.

Plant	PO Number	Item	Qty Ordered	Qty Due
1000	4500423709	16	1	1
Qty Due	Current Date	Rescheduled	Action	User Action
1	12/31/2021	12/31/2021	CONFIRM	
Part Number: 00000000000999999		Description: PART FOR MANUFACTURE AND DELIVERY		
<input type="button" value="Confirm Reschedule Date"/>		<input type="button" value="Confirm a Different Date"/>		

5. If you agree with the changes that HNS has proposed, click on **Confirm Reschedule Date**.
6. This action will cause the line item to be removed from the screen and placed in the **Pending** folder awaiting approval to send it along to HNS.
7. If you need to modify the proposed dates, click on **Confirm a Different Date**.
Web Commerce will place the item on a new screen that allows you to modify the dates and quantities. You may readjust the quantities between the dates, but you must confirm the exact quantity in total that was sent by HNS. Once your changes have been entered, simply click save and the line will move to the **Pending** folder.

Open Order / Reschedule Report					
Report Date: 11-05-2021			Buyer Name: Norleen Paterson		
Plant	PO Number	Item	Qty Ordered	Qty Due	
1000	4500423709	2	5280	2560	
	<u>Qty Due</u>	<u>Current Date</u>	<u>Rescheduled</u>	<u>Proposed</u>	<u>Action</u>
<input type="button" value="Split"/>	<input type="text" value="880"/>	11/07/2017	11/17/2021	<input type="text"/>	<input type="button" value="PUSH-OUT"/>
<input checked="" type="checkbox"/>	<input type="text" value="160"/>	11/07/2017	11/17/2021	<input type="text"/>	<input type="button" value="PUSH-OUT"/>
<input checked="" type="checkbox"/>	<input type="text" value="1360"/>	11/20/2017	12/15/2021	<input type="text"/>	<input type="button" value="PUSH-OUT"/>
Part Number: 000000000000999999			Description: PART FOR MANUFACTURE AND DELIVERY		
<input type="button" value="Save"/>					

8. If HNS has cancelled any of the scheduled dates, the date will display separately with the words **Contact Buyer**. A cancelled date cannot be modified; it will be automatically accepted when the other lines are confirmed.

Plant	PO Number	Item	Qty Ordered	Qty Due	
1000	4500423709	4	5280	2560	
	<u>Qty Due</u>	<u>Current Date</u>	<u>Rescheduled</u>	<u>Action</u>	<u>User Action</u>
	880	11/07/2017	11/17/2021	PUSH-OUT	
	160	11/07/2017	11/17/2021	PUSH-OUT	
	1360	11/20/2017	12/15/2021	PUSH-OUT	
	160	11/27/2017	11/27/2017	CONTACT BUYER	
Part Number: 000000000000999999			Description: PART FOR MANUFACTURE AND DELIVERY		
<input type="button" value="Confirm Reschedule Date"/> <input type="button" value="Confirm a Different Date"/>					

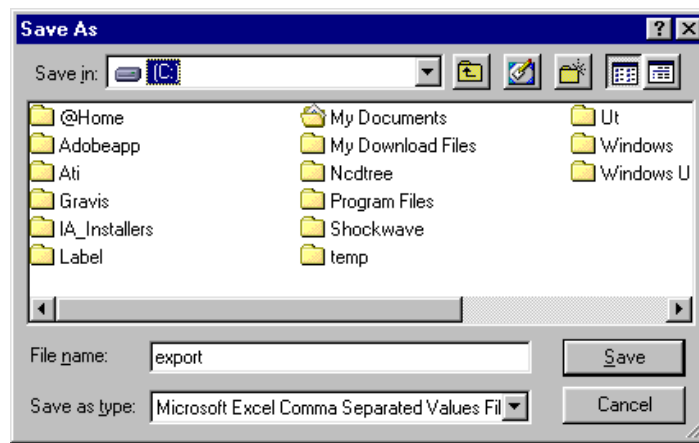
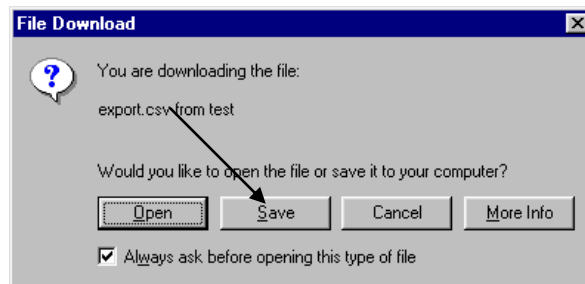
If there is only a cancelled date on the line item, the **Confirm a Different Date** button will not be displayed as no changes can be made to cancelled dates.

Plant	PO Number	Item	Qty Ordered	Qty Due
1000	4500423709	12	1	1
<u>Qty Due</u>	<u>Current Date</u>	<u>Rescheduled</u>	<u>Action</u>	<u>User Action</u>
1	12/31/2021	12/31/2021	CONTACT BUYER	
Part Number: 00000000000999999		Description: PART FOR MANUFACTURE AND DELIVERY		
<input type="button" value="Confirm Reschedule Date"/>				

9. Once the line items have been moved to the Pending folder, you may revise the line items or approve them to be sent on to HNS immediately. If there are any line items still in the Pending folder at 8:00 p.m. Eastern Time, they will automatically be sent to HNS.
10. Once items have been sent to HNS they will move to the Sent folder and no further action can be taken on them.
11. **Navigation** – this link can be found throughout the application and will allow quick navigation back to the prior page

The reports are also available to Export into a csv format. Click on Export under the Actions header.

A prompt will come up once you hit export, click the **Save** button. The save button will prompt you to choose a location on your local hard disk to save the file to. Once you have chosen a location on your computer click the **Save** button. Once the save is complete find the save location on your computer and open it (your computer will automatically open the file with the appropriate program).



That's it

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

