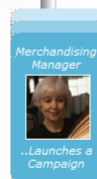
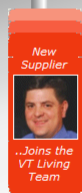


Jane Baker is the merchandising Manager & is a new Buyer for VTLiving. She logs on to her portal where she can access everything she needs to do her job. It is spring and so time to plan for the 'Back to school' campaign.



Jane's scenario for handling an product availability alert. Click on Jane's icon.

- [Discover and Handle Vendor Availability Alert](#)
- [Process New Vendor Application](#)
- [Process Back to School Campaign](#)

Jane's scenario for handling an product availability alert. Click on the first bullet

- Explore
- [Return to Start](#)
- [Home](#)
- [Administration](#)
- [Documents](#)
- [Messaging](#)
- [Site Map](#)

After logging into her portal, Jane sees everything she needs to manage merchandising at VT Living. She sees her personalized home page with information that is relevant to her job, and notes that the PR team has done a good job of getting the fall campaign visible in the press. An alert raises concern however that she may be facing a supply constraint!

The screenshot shows the VT Living portal home page. At the top right, the user is identified as Jane Baker, Merchandising Manager. The navigation bar includes links for Home, My Workplace, e-HR, and About Us. The main content area is divided into several sections:

- E-Mail:** Shows 25 messages in the inbox, 3 drafts, 32 sent messages, and 241 in the trash.
- Calendar:** Displays today's schedule with meetings at 9:30 am, 11:00 am, and 2:00 pm.
- VT Living Announcements:** Features a video from an investor meeting, a new GREEN Initiative, a Financial Management Program, and a 401k checklist.
- Press Releases:** Lists recent news items such as "Back to School Campaign", "Li & Fung sees more outsourcing deals", and "Walmart Stores (WMT) PriceWatch Alert".
- Employee Information:** Provides links for "Trends in buying", "tips for finding new suppliers", "New employee training", and "Welcome to your 401k - checklist".
- Alerts:** A yellow box highlights three new alerts, including "Attention: Vendor availability is red!" and "Attention: Update your performance plan". A callout box with the text "Click on 'Alert'" points to this section.
- Instant Messaging:** Shows a list of active contacts, including District Managers, East Region Store Managers, and a Peer Group.

At the bottom of the page, there are navigation links for "Explore" and "Administration".

Jane reviews her dashboard to see that her present vendors are missing their availability and quality service level agreements. (SLA's). She needs to find a new vendor and so finds another buyer with experience in this area.

VT Living

Jane Baker, Merchandising Manager | VT Living Phone Directory | Sign Out

My Workplace

Bullets Home My Workplace e-HR About Us

Search

My Dashboard My Projects Web Content Authoring Web Conferences My Activities My Reports Key Business Processes Connections

Scorecard Dashboard Framework

Supplier Availability and Quality

Scorecard state: Draft

New Objective Submit for Approval Expand All Import Permissions

Display results for: This year

Objective	Status	Milestone Target	Actual	Variance
Vendors				
▶ Hamington	🟢	15%	16%	+1%
Luxo	🔴	4%	2%	-2%
Prixia	🟡	10%	9%	+1%
Vandalia	🟢	30%	25%	-5%
Refreshment	🟢		25%	-5%
TradeWinds	🟢		25%	-5%
Customers				
Call Center Feedback	🟢	83%	79%	-4%
Complaints	🟢	Green		
Employees				
Engagement Index	🟢	64%		
Engagement Survey Participation	🟢	75%		
Employee Retention - Overall	🟢	83%	79%	-4%
Employee Retention - Less Than One Year	🟢	65%	60%	-5%
Employee Retention - "I have opportunities to advance in this organization"	🟢	72%		
Organization				

Click on second vendor

Expert Locator

Click the button below to find co-workers or partners.

Find an Expert

Jane Baker
View Information

Alan Johnson

Jane Baker

Richard Williams

Francis Meriwether

Elizabeth Nahm

Minh Li

Matthias Kramer

Stan Carrow

Raimundo Martin

Search by: Name

Search for: Search

Advanced Search

My Alerts

Feb 03, 2009

Supplier Availability and Quality

Scorecard state: Draft

New Objective Submit for Approval Expand All Import Permissions

Display results for: This year

Objective	Status	Milestone Target	Actual	Variance
Vendors				
▶ Hamington				
Luxor			16%	+1%
Properties			2%	-2%
Status Map			9%	+1%
Graph				
Report	↑	30%	25%	-5%
Actual Values	↓	30%	25%	-5%
Attachments				
New Initiative	↑	30%	25%	-5%
Import				
Marketing Events	↑	83%	79%	-4%
Complete	↑	Green		
Delete				
Permissions				
Engagement Index	↑	64%		
Engagement Survey Participation	↑	75%		
Employee Retention - Overall	↑	83%	79%	-4%
Employee Retention - Less Than One Year	↑	65%	60%	-5%
Employee Retention - "I have opportunities to advance in this organization"	↑	72%		
Organization				

From the popup menu, click on on graphs.

Expert Locator

Click the button below to find co-workers or partners.

Find an Expert

Jane Baker
View Information

- Alan Johnson
- Jane Baker**
- Richard Williams
- Francis Meriwether
- Elizabeth Nahm
- Minh Li
- Matthias Kramer
- Stan Carrow
- Raimundo Martin

Search by: Name

Search for: Search

Advanced Search

My Alerts

Feb 03, 2009

From the chart, Jane sees that there is a product availability problem with Futons; supply is definitely not keeping up with forecasted demand. She drills down on Futons.

The screenshot displays a business dashboard with the following components:

- Header:** VT Living logo, user name Jane Baker, Merchandising Manager, and navigation links for VT Living Phone Directory and Sign Out.
- Navigation:** My Workplace, Bullets, Home, My Workplace, e-HR, About Us, and a search bar.
- Scorecard Dashboard Framework:** Includes sections for My Dashboard, My Projects, Web Content Authoring, Web Conferences, My Activities, My Reports, Key Business Processes, and Connections.
- Set Filter:** A filter panel for the period 2009 - Q1, with options for Channel, DIVISION, REGION, Weather Flag, Ignore, EC EAST, CSRO, NON-WEATHER, EC WEST, DMRO, and WEATHER.
- History Trend - Product Availability:** A bar chart titled "Stock Availability vs. Forecasted Demand" for the category "Furniture". The x-axis lists products: Coffee Tables, Lamps, Couches, Futons, Beds, Armoires, Rugs, Tables, and Chairs. The y-axis shows quantity from 0 to 1600. Blue bars represent "Availability" and red bars represent "Forecasted Demand". A callout box points to the Futons bars, stating: "On chart, Click on Futons (whole chart is one link)".
- Supplier Availability Report:** A section for "Coffee Tables" with a "Create" button.
- History Trend - Product Quality:** A line chart titled "Product Quality - History" showing "Target" (blue line) and "Actual" (red line) performance over time, with the x-axis labeled "Week Ending" from 01/05 to 03/22.
- Alerts:** A section with a "Find an Expert" button.
- Activities on ANCP:** A list of user profiles including Jane Baker, Alan Johnson, Richard Williams, Francis Meriwether, Elizabeth Nahm, Minh Li, Matthias Kramer, Stan Carrow, and Raimundo Martin.
- Search:** A search bar with "Name" selected and a "Search" button.
- Footer:** Date "Feb 03, 2009" and system tray information including "My Computer" and "100%".

From the chart, Jane can see that her suppliers are not keeping up with forecast. To see if they will be able to meet demand, Jane creates an availability report.

The screenshot displays a business dashboard with the following components:

- Header:** VT Living logo, user name Jane Baker, Merchandising Manager, and navigation links for VT Living Phone Directory and Sign Out.
- Navigation:** My Workplace, Bullets, Home, My Workplace, e-HR, About Us, and a search bar.
- Scorecard Dashboard Framework:** My Dashboard, My Projects, Web Content Authoring, Web Conferences, My Activities, My Reports, Key Business Processes, Connections.
- Set Filter:** 2009 - Q1, Channel: EA, DIVISION: EC EAST, REGION: CSRO, Weather Flag: NON-WEATHER.
- History Trend - Product Availability:**
 - Stock Availability vs. Forecasted Demand:** A 3D bar chart for Category: Futons. The x-axis shows four product IDs: 100237, 153190, 400931, and 198543. The y-axis shows quantity from 0 to 250. Blue bars represent Availability and red bars represent Forecasted Demand. For 400931, the forecasted demand is significantly higher than the availability.
 - Supplier Availability Report:** A dropdown menu is set to 400931, with a blue 'Create' button. A callout box points to this button with the text: "Click on the 'Create' button to show spreadsheet."
- History Trend - Product Quality:** A line chart titled "Product Quality - History" showing Target (blue line) and Actual (red line) quality scores over time from Week Ending 01/09 to 02/22. The y-axis ranges from 0 to 100.
- Alerts:** A section with a "Find an Expert" button.
- Activities on ANCP:** A vertical list of user names including Jane Baker, Richard Williams, Francis Meriwether, Elizabeth Nahm, Minh Li, Matthias Kramer, Stan Carrow, and Raimundo Martin.
- Search:** Search by Name, Search for: [input], Search button, and an Advanced Search link.
- Footer:** My Alerts, Feb 03, 2009, and system tray icons.

As she views the Supplier Availability Report, Jane can see from the existing supplier availability that none of her current dependable suppliers have enough on hand to fulfill her needs. She needs an expert to find a new supplier.

The screenshot shows a web application interface for a merchandising manager. At the top, the user is identified as Jane Baker, Merchandising Manager. The main content area displays a 'Supplier Availability Report' for the category 'Futons' and product ID '400931'. The report includes a table of suppliers with their respective stock availability, return rates, quality ratings, and on-time delivery percentages. A callout box points to a 'Find an Expert' button, which is intended to help find co-workers or partners. The interface also features a 'Set Filter' section, a 'History Trend - Product Availability' chart, and a 'History Trend - Product Quality' chart.

Supplier Availability Report

Supplier Name	Stock Availability	Return Rate	Quality Rating (1=low, 5=high)	On-time Delivery Rating
JK Company	190	90%	2	90%
Futon Direct	22	12%	4	100%
Acme Co	50	10%	4	75%
Alpha Futon	10	3%	5	89%

Find an Expert

Click on "Find an Expert"

The corporate directory provides easy access to employees and providers.

VT Living

Jane Baker, Merchandising Manager | VT Living Phone Directory | Sign Out

My Workplace

Bullets Home My Workplace e-HR About Us

My Dashboard My Projects Web Content Authoring Web Conferences My Activities My Reports Key Business Processes Connections

Connections

Lotus Connections Home Profiles Communities Blogs Dogear Activities Wikis Files

Jonathan Lee Help Log Out

Search Profiles My Profile Edit My Profile

Profiles by Name Search

Tips

You can use the search field at the top of the page for quick searches. Use the form at the bottom of the page for more advanced searches.

Welcome to Profiles

Search for contact information and organizational information about your colleagues. Locate expertise and

Learn more Watch demo

Click on "Find by Keyword"

Search Profiles

To find a profile, enter the name or keyword of the person you are looking for and click the search button.

Find by Name Find by Keyword

Click here to enter name

Name Search

Advanced search options

IBM Lotus Connections

Home Demo

Help

Help IBM Lotus Support Forums

Tools

How to Bookmark

About

About IBM Lotus Connections on ibm.com Submit Feedback

Explore

Return to Start Home Administration Documents Messaging Site Map

Administration

Manage pages

Done My Computer 100%



Connections

Tips

You can use the search field at the top of the page for quick searches. Use the form at the bottom of the page for more advanced searches.

New to Profiles?

[Learn about how to use profiles.](#)

Welcome to Profiles

Search for contact information and organizational information about your colleagues. Locate expertise and

[Learn more](#) [Watch demo](#)



Click on "Futons" and Click "Keyword Search"

Search Profiles

To find a profile, enter the name or keyword of the person you want to find and click the search button.

Find by Name Find by Keyword
futons
[Keyword Search](#)

[Advanced search options](#)

IBM Lotus Connections

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[Demo](#)

Help

[Help](#)
[IBM Lotus Support Forums](#)

Tools

[How to Bookmark](#)

About

[About](#)
[IBM Lotus Connections on ibm.com](#)
[Submit Feedback](#)

[Explore](#)
[Return to Start](#)
[Home](#)
[Administration](#)
[Documents](#)
[Messaging](#)
[Site Map](#)

[Administration](#)
[Manage pages](#)

Employee and vendor profiles make it easy to find experts on any given topic.

The screenshot shows the Lotus Connections interface. At the top, there is a navigation bar with 'My Workplace' and sub-links like 'Bullets', 'Home', 'My Workplace', 'e-HR', and 'About Us'. A search bar is located on the right. Below this is a secondary navigation bar with 'My Dashboard', 'My Projects', 'Web Content Authoring', 'Web Conferences', 'My Activities', 'My Reports', 'Key Business Processes', and 'Connections'. The main content area is titled 'Connections' and has a sub-navigation bar with 'Lotus Connections', 'Home', 'Profiles', 'Communities', 'Blogs', 'Dogear', 'Activities', 'Wikis', and 'Files'. A search bar is also present here, set to 'Profiles by Name'. The search results are for the keyword 'Secure File Transfer' and are displayed in a list format. Each entry includes a profile picture, name, title, and location. A callout box points to the first entry, 'Dave Larkin', with the text 'Click on "Dave Larkin"'. The bottom of the page has a footer with 'Explore' and 'Administration' sections.

VT Living

Jane Baker, Merchandising Manager | VT Living Phone Directory | Sign Out

My Workplace

Bullets Home My Workplace e-HR About Us

My Dashboard My Projects Web Content Authoring Web Conferences My Activities My Reports Key Business Processes Connections

Connections

Jonathan Lee Help Log Out

Search Profiles My Profile Edit My Profile

Profiles by Name Search

Profile search results for Keyword: Secure File Transfer

People Communities

1-10 of 30

Previous Next

DAVE LARKIN
Secure File Transfer Specialist
State of NJ
TRENTON NJ United States

Gerard Clancy
Secure File Transfer Manager
State of NJ
TRENTON NJ United States
Alternate email: Gerard Clancy/Trenton/State of NJ

Duncan L. Mewherter
Secure File Transfer Program Director
State of NJ
TRENTON NJ United States
Phone: 1-609-399-7530
Email: duncan_mewherter@nj.gov
Alternate email: Duncan Mewherter/Trenton/State of NJ

Rene Werth
Secure File Transfer Leader
State of NJ
TRENTON NJ United States
Phone: 1-609-203-1079
Email: rene_werth@nj.gov
Alternate email: Rene Werth/Trenton/State of NJ

Paddy Barrett
Researching, writing, editing, and publishing user documentation.
State of NJ
TRENTON NJ United States
Phone: 1-609-815-2334
Email: paddy_barrett@nj.gov
Alternate email: Paddy Barrett/Trenton/State of NJ

Nathalie Defert
Secure File Transfer Specialist
State of NJ
TRENTON NJ United States
Phone: 1-609-905-8372
Email: Nathalie.Defert@nj.gov
Alternate email: Nathalie Defert/Trenton/State of NJ

Carl C. Radino
Secure File Transfer Architect
State of NJ
TRENTON NJ United States
Phone: 1-609-278-0429
Email: carl_radino@nj.gov
Alternate email: Carl Radino/Trenton/State of NJ

Explore
Return to Start
Home
Administration
Documents
Messaging
Site Map

Administration
Manage pages

The IM feature can determine if Dave is online.

The screenshot displays a web application interface for 'My Workplace'. At the top, there is a navigation bar with 'My Workplace' selected, and a search bar. Below this, a secondary navigation bar includes 'My Dashboard', 'My Projects', 'Web Content Authoring', 'Web Conferences', 'My Activities', 'My Reports', 'Key Business Processes', and 'Connections'. The main content area is titled 'Connections' and features a sub-navigation bar with 'Lotus Connections', 'Home', 'Profiles', 'Communities', 'Blogs', 'Dogear', 'Activities', 'Wikis', and 'Files'. A search bar for profiles is present, showing 'Profiles by Name' and a search input field.

The profile for 'DAVE LARKIN' is the central focus. It includes a profile picture, a title 'Profile for DAVE LARKIN', and a list of roles: 'Furniture Specialist', 'VT Living employee, Regular', 'Furniture Specialist', and 'TRENTON NJ United States'. A 'Contact Information' section lists details such as Name (DAVE LARKIN), Building (PGMC II), Floor (1), Office (2D04), Office number (1-609-399-6204), IP telephony number (83984-0462), Mobile number (1-609-373-5555), Pager number (1-609-922-6418), Fax number (1-609-874-6543), Office e-mail (dave.larkin@vtliving.com), and Alternate e-mail (Dave Larkin/Trenton/VT Living). An 'About Me' section lists his experience: 'Six years as Furniture Specialist in the Office of Design Technology', 'Thirty years of diverse administrative and management experience', 'Five years database marketing experience', and 'Working knowledge of diverse design systems and the appropriate supporting software'.

Other sections include 'Report to chain' (listing John Williams, Carol Lewis, Maria Lopez, and DAVE LARKIN), 'Recent Colleagues' (listing Kevin L. Turner, George M. Hall, and Helen P. Moore), and 'My Links' (listing 'Me on LinkedIn', 'Facebook Profile', and 'My Files2'). A 'Tags' section on the left lists various tags like 'furniture specialist', 'edi', 'ssh', 'encryption', 'purchasing Level II', 'protocol', and 'productmanager' with their respective counts.

At the bottom of the page, there are two columns of links: 'Explore' (Return to Start, Home, Administration, Documents, Messaging, Site Map) and 'Administration' (Manage pages). The system tray at the very bottom shows 'My Computer' and a 100% zoom level.

The IM feature determined that Dave is available.

The screenshot displays a web application interface for a user profile. At the top, the logo for 'VT Living' is visible on the left, and the user 'Jane Baker, Merchandising Manager' is logged in on the right. Below the header is a navigation bar with tabs for 'My Workplace', 'Bullets', 'Home', 'My Workplace', 'e-HR', and 'About Us'. A search bar is located on the right side of this bar. Below the navigation bar is a secondary menu with links for 'My Dashboard', 'My Projects', 'Web Content Authoring', 'Web Conferences', 'My Activities', 'My Reports', 'Key Business Processes', and 'Connections'. The main content area is titled 'Connections' and contains a sub-menu with 'Lotus Connections', 'Home', 'Profiles', 'Communities', 'Blogs', 'Dogear', 'Activities', 'Wikis', and 'Files'. The 'Profiles' tab is active, showing a search bar and a dropdown menu set to 'Profiles by Name'. The profile for 'DAVE LARKIN' is displayed, including a photo, a 'Report to chain' section, and a list of colleagues. The 'Contact Information' section lists various details such as name, building, floor, office, and phone numbers. The 'About Me' section contains a bulleted list of professional experience. A green callout box with the text 'Click on the "Available"' points to the 'Available' status indicator in the IM field. The bottom of the page features an 'Explore' section with links like 'Return to Start', 'Home', 'Administration', 'Documents', 'Messaging', and 'Site Map', and an 'Administration' section with a 'Manage pages' link.

Chat ensues, Dave recommends vendor EuroFuton and contact Paul Kelsey.

The screenshot displays a web application interface with a chat window and a user profile. The chat window, titled "Dave Larkin/Trenton/VT Living - Started 11:20:51 AM...", is open on the left side. The main content area shows the profile of Dave Larkin, a Furniture Specialist at Trenton, NJ USA. The profile includes contact information such as pager number (1-509-922-5418), fax number (1-609-874-6543), and email addresses (dave.larkin@vtliving.com and Dave Larkin/Trenton/VT Living). An "About Me" section lists his experience: six years as a Furniture Specialist, thirty years of diverse administrative and management experience, five years of database marketing experience, and working knowledge of diverse design systems. A "Send" button is visible in the chat window, and a callout box points to it with the text: "Click on 'Send' button 4 times to reveal the chat." The interface also shows navigation links like "My Activities", "My Reports", and "Key Business Processes", and a search bar. The top right corner indicates the user is Jane Baker, Merchandising Manager, with links for "VT Living Phone Directory" and "Sign Out".

Click on "Send" button 4 times to reveal the chat.

Dave provides a link for Paul Kelsey's email.

The screenshot displays a web application interface with a chat window overlaid on the left. The chat window, titled "Dave Larkin/Trenton/VT Living - Started 11:20:51 AM...", shows a conversation between Jane Baker and Dave Larkin. The messages are as follows:

- Jane Baker: Hi Dave ...! Do you have a minute? (11:20:59 AM)
- Dave Larkin: Hi Jane!... How may I assist? (11:21:03 AM)
- Jane Baker: Thank you. We are running into issues with our Futon suppliers. Are you aware of any new players here? (11:21:04 AM)
- Dave Larkin: Funny you should ask. Just was talking about EuroFuton. They are playing on IKEA imagery. (11:21:08 AM)
- Jane Baker: Sounds edgy. Any news on their quality?. (11:21:10 AM)
- Dave Larkin: All I have heard is positive. (11:21:14 AM)
- Jane Baker: OK. I will pursue them. Do you have a contact? (11:21:18 AM)
- Dave Larkin: Yes, Paul Kelsey paul.kelsey@eurofuton.com (11:21:22 AM)
- Dave Larkin: Good luck. (11:21:25 AM)

The background shows a user profile page for "DAVE LARKIN". The profile includes contact information:

- Pager number: 1-609-922-6418
- Fax number: 1-609-874-6543
- Office e-mail: dave.larkin@vtliving.com
- Alternate e-mail: Dave Larkin/Trenton/VT Living
- IM: [Available](#)

The "About Me" section lists:

- Six years as Furniture Specialist in the Office of Design Technology
- Thirty years of diverse administrative and management experience
- Five years database marketing experience
- Working knowledge of diverse design systems and the appropriate supporting software

A callout box with a black border and white text points to the email address in the chat window, containing the text: "Click on Paul's email address." The overall interface includes a top navigation bar with "My Activities", "My Reports", "Key Business Processes", and "Connections". A search bar is visible in the top right corner.

After clicking on the link, up comes the email form to Paul Kelsey. Jane types her email and sends it.

The screenshot displays a web-based email client interface. At the top left is the logo for "VT Living". The top right corner shows the user's name "Jane Baker, Merchandising Manager" and links for "VT Living Phone Directory" and "Sign Out". Below the header is a navigation bar with tabs for "Home", "Bullets", "My Workplace", "e-HR", and "About Us", along with a search bar.

The main content area is divided into three sections:

- E-Mail:** Shows "New Messages*", "Inbox: 25 Messages (5 new)", "Draft: 3 saved", "Sent: 32 messages", and "Trash: 241 total".
- Calendar:** Includes an "Open Calendar*" link and a "Today's Calendar" with events: "9:30 am Team Creative Meeting", "11:00 am Lunch with HR", and "2:00 pm Customer Segmentation Meeting".
- Email Message:** The central focus, showing an email form for Paul Kelsey (pkelsey@eurofuton.com) with the subject "Vendor Opportunity with VT Living". The body of the email reads:

Dear Paul Kelsey:

In an effort to provide our customers with quality futon furniture, we are always looking for vendors who can provide consistent high quality products. In one of our recent regular discussions about finding the best suppliers for our customers, Dave Larkin, one of our buyers, mentioned EuroFuton as an excellent source of futon products.

Because we are a high volume chain, we need a regularly available supply of products for restocking during the selling season. We strive to provide lead time, but availability is very important from vendors.

As Merchandising Manager, I would like to invite you to sign up to our featured vendor program. Please use this link and information to access our vendor enrollment portal.

www.vtliving.com/vendor
username: pkelsey
password: eurofuton

Jane Baker, Merchandising Manager
VT Living

A callout box with a blue border and white background points to the "Send" button in the email form, containing the text "Click on 'Send'".

On the right side, there are sections for "Alerts" (with two attention messages) and "Instant Messaging" (listing various contact groups like "District Managers", "East Region Store Managers", and "CAM").

At the bottom left, there are links for "Explore", "Return to Start", "Home", "Administration", "Documents", "Messaging", and "Site Map". To the right of these are "Administration" and "Management" links.

Jane, having completed finding a new vendor, signs out.


The screenshot shows a Windows Internet Explorer browser window displaying a corporate portal. The address bar shows the URL: C:\Test\3.4.1Workspace15\Retail\output\html\02_003.html. The page header includes the logo for 'VT Living' and the user's name, 'Jane Baker, Merchandising Manager', along with links for 'VT Living Phone Directory' and 'Sign Out'. A callout box with a light blue background and a black border points to the 'Sign Out' link, containing the text 'Click on "Sign out."'.

The main content area is divided into several sections:

- e-Mail Summary:** Shows 'New Messages*' with 'Inbox: 25 Messages (5 new)', 'Draft: 3 saved', 'Sent: 32 messages', and 'Trash: 241 total'.
- Email Message:** Displays the message 'Your email has been sent!'.
- Calendar:** Features an 'Open Calendar*' button and a 'Todays Calendar' with events: '9:30 am Team Creative Meeting', '11:00 am Lunch with HR', and '2:00 pm Customer Segmentation Meeting'.
- Alerts:** Shows 'New Alerts: 2' with two attention items: 'Update your performance plan' and 'Vendor content requires approval'.
- Instant Messaging:** Includes a search bar and a list of active users under 'I am Active', categorized by role: District Managers (Brian Collins, David Wheeler, John Weaver, Brian Leavens, Kingsley Obidike, Bob Grove), East Region Store Managers (Bill Akers, Bill Hickok, Edgar Freeman), CAM (Jake Hoback, Steve Hunter), and Peer Group.


The footer contains navigation links under 'Explore' (Return to Start, Home, Administration, Documents, Messaging, Site Map) and 'Administration' (Manage pages).

New
Supplier



..Joins the
VT Living
Team

Merchandising
Manager



..Launches a
Campaign

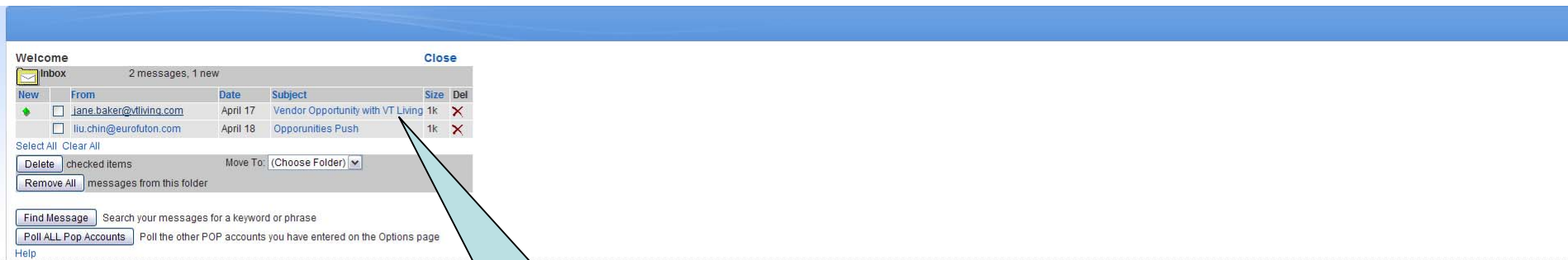
Click on
"New Supplier"

Paul's scenario about becoming a new vendor.

- Is gently moved into portal from e-mail
- Accesses all dimension of VT Living team and their service

Click on
First bullet.

Paul sees that he has a new email in his inbox from Jane Baker at VT Living about becoming a vendor.



Welcome Close

Inbox 2 messages, 1 new

New	From	Date	Subject	Size	Del
<input type="checkbox"/>	jane.baker@vtliving.com	April 17	Vendor Opportunity with VT Living	1k	<input type="checkbox"/>
<input type="checkbox"/>	liu.chin@eurofuton.com	April 18	Opportunities Push	1k	<input type="checkbox"/>

Select All Clear All

Delete checked items Move To: (Choose Folder) v

Remove All messages from this folder

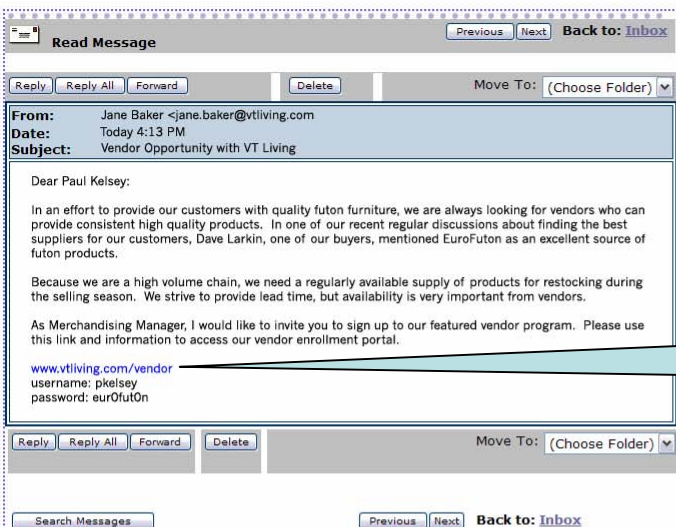
Find Message Search your messages for a keyword or phrase

Poll ALL Pop Accounts Poll the other POP accounts you have entered on the Options page

Help

Click on email sender or subject.

Paul's interested in the opportunity presented by Jane in the email containing a link, username, and password. He has been interested in working with VTLiving, so he clicks the link to learn more.



Click on the link
(entire text is link)

The link takes Paul to the VT Living login page. He enters the username and password provided by Jane.

Supplier Login

Welcome | Log in

Welcome to the

The purpose of this web site is to provide easy access to VT Living information that is of value to **prospective** and **current** VT Living **suppliers, agencies, and providers of goods, equipment, services** and **sponsorship opportunities**. The information on this site outlines the fundamentals of how VT Living conducts business with its suppliers and how the Company views supplier relationships in general. It provides information to current VT Living suppliers who want to enhance their understanding and connectivity with VT Living.

VT Living
Supplier Site!

Please Login
User Name
Password

Click on "Submit" button

VT Living Furniture Guide
Request the VT Living Furniture Guide - it's FREE!
> learn more now

Up In Frames
Save space with our selection of digital frames.
> find out more

VT Living Gift Cards
Can't decide what to buy for a gift?
> give a card

Explore
Home
Administration
Documents
Messaging
Site Map

Paul Kelsey is now logged in to the VT Living Supplier portal. He immediately notices that the VT Living has provided him with lots of helpful information tailored to his needs. There are several standard reports, compliance information, and documents on the left, and detailed tabs on the top of the page. In the center, he can view welcome messages, and more detailed information about who VTLiving is.



Click on "RFQ"

My Home **My Home** My Workplace Supplier Relations **RFQ** Reports About

Bullets Home

Search

Calendar

Open Calendar

Today's Calendar

9:30 am VT Vendor Training

11:00 am Uploading Content

Resources

Resources & Information

- Store Brand Requirements
- Import Information
- Direct Store Delivery
- VT Living Routing Guide

Supplier Compliance Manuals

- VT Living Full Line and Rack Manual
- VT Living Direct Manual
- VT Living Expense Offset Policies
- VT Living Terms and Conditions of Purchase Orders

EDI Mapping Documents

- EDI810 - FLS/Rack/Direct
- EDI850 - FLS/Rack/Direct
- EDI852 - FLS/Rack/Direct
- EDI855 - FLS/Rack/Direct

Top Stories

- VT Living to Present at the Raymond James 30th Annual Institution
- VT Living Fourth Quarter Comparable Store Sales Increase 3.0%; Reports Record Free Cash Flow of \$280 Million
- VT Living to Report Fourth Quarter and Annual Results on February 18, 2009

Supplier Information

Welcome to VT Living

Who we are

VT Living Green Initiative

New Users website Training Schedule

Sample Reports for new users

Store Directory

Alerts!

New Alerts: 1

- Attention: Complete Your New Vendor Package!
- Attention: Complete product description!

Email

New Messages*

Inbox: 3 Messages (2 new)

Draft: 3 saved

Sent: 0 messages

Trash: 0 total

Instant Messaging

People Meetings Options Help

I am Active

- VT Venour Support
- Jane Baker
- Ben Good
- Accounts Payable
- Fulfillment Support

Paul looks at the RFQ page with many opportunities to supply requested products to VT Living. He sees open RFQs that interest him, but, before going back to see how to become a supplier, he checks to see what reports may be available to him once he is an approved supplier.



Click on "Reports"

Open RFQs:

Date	Buyer	Type	WF Comm	Action
06/12/2009	Power, Maxine	Futon Chair	Signature R	Complete Forms <input type="button" value="Go"/>
06/17/2009	Power, Maxine	Rocker	Active on 5	Complete Forms <input type="button" value="Go"/>

Pending:

Date	Buyer	Type	WF Comments	Pend To
06/10/2009	Fraser, Andrew	Recliner	Signature Required	06/10/2009 08:00:00
06/10/2009	Cram, Helen	Hammock	W000249	06/10/2009 08:00:00
06/11/2009	Tomlinson, Doug	Chest	W000249	06/11/2009 08:00:00
06/11/2009	Beaulieu, Nicholas	Dresser	W000249	06/11/2009 08:00:00
06/12/2009	Arbogast, Bob	Sofa	W000249	06/12/2009 08:00:00

Recently Closed:

Date	Buyer	Type	WF Comments	Description
07/01/2009	Duggan, Sandra	Desk	Signature Required	New Account - 529
07/01/2009	Hammond, Jeffrey	High chair	W000249	XXOSCX Sell 2873.00
06/24/2009	Lopez, George	Futon	W000249	XFCISX Sell 773.00

- Explore
- Home
- Administration
- Documents
- Messaging
- Site Map

- Administration
- Manage pages

Now that Paul has seen some information about standard reports of helpful information, open RFQs, and detailed information about VTLiving, he returns to his new supplier Home Page.

The screenshot shows the VTLiving Reports page. At the top left is the VTLiving logo. The top right navigation bar includes links for 'Paul Kelsey, New Supplier', 'Edit Page Layout', 'Profile Settings', 'Help', and 'Sign Out'. Below this is a blue navigation bar with tabs for 'My Home', 'My Workplace', 'Supplier Relations', 'RFQ', 'Reports', and 'About Us'. A search box is located on the right side of this bar. The main content area is divided into two columns. The left column, titled 'My Reports', contains a table with columns for 'Title', 'Author', and 'Date'. The right column, titled 'Report Wizard', contains a form with dropdown menus for 'Reports', 'State', and 'Department', and a 'Report Search' section with expandable categories. A callout box with a green border and black text points to the 'My Home' tab, containing the text 'Click on "My Home"'. At the bottom left, there are two sections: 'Explore' with links for Home, Administration, Documents, Messaging, and Site Map; and 'Administration' with a link for Manage pages. The bottom of the image shows a Windows taskbar with the system tray.

Reports

Paul Kelsey, New Supplier | Edit Page Layout | Profile Settings | Help | Sign Out

My Home My Workplace Supplier Relations RFQ Reports About Us

Search

My Reports

Title	Author	Date
Supplier Annual Report	Carol Esien	05/28/2009
Alabama Furniture Sales Report	Charles Ingram	05/21/2009
Georgia Furniture Sales Report	Alphonzo Culbreath	05/16/2009
California Deck Stock Report	Charles Ingram	05/04/2009
Oregon Appliance Inventory Report	Ravin Kumar	04/28/2009
Illinois Lawn Furniture Sales Report	Charles Ingram	04/16/2009
Indiana Lawn Furniture Report	Khaled Malas	04/02/2009

Report Wizard

Report Wizard

Create a report by selecting type, state, and division

Reports:
Vendor Reporting

State:
Alabama

Department:
Furniture

Report Search

- Sales Reports
- Vendor Policies
- Volume and Price Management
- Market Trend Analysis
- Scorecards

Explore

- Home
- Administration
- Documents
- Messaging
- Site Map

Administration

- Manage pages

Click on "My Home"

Paul noticed in the center of the page, he can view welcome messages, information about VTLiving's Green Initiative, as well as a training schedule for new users to help him be more effective. Before continuing to explore the site, he notices an alert on the right hand side of the page. He clicks there to continue.



Calendar
Open Calendar
Today's Calendar
9:30 am VT Vendor Training
11:00 am Uploading Content

Resources & Information

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- Import Information
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- VT Living Routing Guide

Supplier Compliance Manuals

- VT Living Full Line and Rack Manual
- VT Living Direct Manual
- VT Living Expense Offset Policies
- VT Living Terms and Conditions of Purchase Orders

EDI Mapping Documents

- EDI810 - FLS/Rack/Direct
- EDI850 - FLS/Rack/Direct
- EDI852 - FLS/Rack/Direct
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Top Stories

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- VT Living to Report Fourth Quarter and Annual Results on February 18, 2009

Supplier Information



Welcome to VT Living



Who we are



VT Living Green Initiative



New Users website Training Schedule



Sample Reports for new users



Store Directory

Click on "Complete Your New Vendor Package"

Alerts!
New Alerts: 1
Attention: Complete Your New Vendor Package!
Complete product description!

Email
New Messages*
Inbox: 3 Messages (2 new)
Draft: 3 saved
Sent: 0 messages
Trash: 0 total

Instant Messaging
People Meetings Options Help

I am Active

- VT Vendor Support
 - Jane Baker
 - Ben Good
- Accounts Payable
- Fulfillment Support

In the middle of the page, he sees the new supplier checklist that he needs to complete to begin the process of doing business with VT Living. The new vendor checklist ensures a consistent best practice approach is used when bring new vendors into the firm.

The screenshot displays the VT Living Supplier Relations portal. At the top, the VT Living logo is on the left, and user information 'Paul Kelsey, New Supplier' along with navigation links like 'Edit Page Layout', 'Profile Settings', 'Help', and 'Sign Out' are on the right. Below the header is a navigation bar with tabs for 'My Home', 'My Workplace', 'Supplier Relations', 'RFQ', 'Reports', and 'About Us'. A search bar is located on the right side of this bar.

The main content area is divided into several sections. On the left, there is a 'Welcome to VT Living!' message with an 'Upgrade Status' and 'End of Contract' link. Below this is a 'Related Policies' link. The central focus is the 'New Supplier Checklist', which contains a list of tasks. Each task includes a checkbox, a description, a time estimate, and a 'Do It!' button. A callout box with a pointer highlights the 'Do It!' button for the first task: 'Complete and sign new supplier form set'. The callout contains the text 'Click on "Do It"'. The tasks in the checklist include: 'Complete and sign new supplier form set' (30 Minutes, Now), 'Complete your Profile' (30 Minutes, Now), 'Confirm with your vendor relations representative that you have all appropriate team room access...' (30 Minutes, In Week 1), 'Notify the teams that you have joined and advise them of your interests and capabilities...' (30 Minutes, In Week 1), 'Complete your personnel profile on the pages presented here...' (15 Minutes, In Week 1), 'If you would like to change your federal or state W4 withholdings...' (TIME LIMIT, In Week 1), 'If you are taking a course for which Educational Assistance is being provided...' (TIME LIMIT, In Week 1), 'Set up your work environment by scheduling session with enablement team...' (3 Hours, In Week 1), 'Complete course regarding management of TAP confidential files...' (TIME LIMIT, In Month 1), and 'Notify the fleet department and make arrangements to obtain your Company car...' (TIME LIMIT, In Month 1).

On the right side of the page, there are 'e-HR Alerts' and 'e-HR Instant Messaging' sections. The 'e-HR Alerts' section shows 'New Alerts: 1' with two attention items: 'Complete Your New Vendor Package!' and 'Complete product description!'. The 'e-HR Instant Messaging' section shows a list of people including Brian Collins, Jane Baker, John Weaver, Brian Leavens, Kingsley Obidike, Bob Grove, East Region Store Managers (Bill Akers, Bill Hickok, Edgar Freeman), CAM (Jake Hoback, Steve Hunter), and Peer Group.

While Lotus Forms can provide defect-free capture of information, new members of the VT Community enjoy easy interaction with their colleagues. Paul reaches out to chat with Jane.



Welcome to VT Living!
[Upgrade Status](#)
[End of Contract](#)

New Supplier Checklist

VT Living

Company Name → EDI Capabilities → Legal

Supplier Onboarding Form

Please select a supplier type before continuing: Direct Store Delivery Distribution Center

Company Info

Name: DBA:
Street: City:
State/Province: ZIP/Postal Code: Country:

Remit Address Select to use same address as above

Name:
Street: City:
State/Province: ZIP/Postal Code: Country:

Contact Info

Contact Name: Phone: Email:
Accounts Payable Phone: Accounts Payable Email:

Business Info

DUNS #

Alerts

New Alerts: 1
Attention: Con
Attention: Con

e-HR Instant Messaging

People Meetings Actions Help

- I am Active
- Buyers
 - Brian Collins
 - Jane Baker **Chat**
 - John We eMeeting
 - Brian Le: Talk
 - Brian Le: Send Alert
 - Kingsley Obidike
 - Bob Grove
- East Region Store Managers
 - Bill Akers
 - Bill Hickok
 - Edgar Freeman
- CAM
 - Jake Hoback
 - Steve Hunter
- Peer Group

Right click to see "Chat" then click on it.

The integrated collaboration tool allows Paul to get his question answered immediately.

Click on send and await reply.
Repeat 3 more times

The screenshot displays a web application interface for Jane Baker, a Merchandising Manager in Charlotte, NC, USA. The interface features a navigation menu at the top with options like 'RFQ', 'Reports', and 'About Us'. A central form is visible with tabs for 'Company Name', 'EDI Capabilities', and 'Legal'. The 'Company Name' tab is active, showing fields for 'Company Name', 'City', 'State', 'ZIP/Postal Code', and 'Country'. A 'Send' button is located at the bottom of the form. A callout box points to the 'Send' button with the text 'Click on send and await reply. Repeat 3 more times'. Below the form, there is a 'Contact Info' section with fields for 'Contact Name', 'Phone', 'Email', 'Accounts Payable Phone', and 'Accounts Payable Email'. A 'Business Info' section is also present with a 'DUNS #' field. On the right side, there is an 'Alerts' section with two yellow warning icons and a 'Send' button. Below the alerts is an 'e-HR Instant Messaging' section with a list of users and a 'Send' button. The bottom of the page has a navigation menu with options like 'Explore', 'Home', 'Administration', 'Documents', 'Messaging', and 'Site Map'. The system tray at the bottom shows 'My Computer' and '100%' zoom level.

Having received immediate response from Jane, Paul continues filling out the Lotus Form.

The screenshot displays a web application interface with a blue header bar. On the left, a chat window titled "Jane Baker/Charlotte/Nationwide - Started 10:13:29 ..." is open, showing a conversation between Paul Kelsey and Jane Baker. The chat window has a standard menu (File, Edit, View, Actions, Help) and a toolbar with various icons. The main content area shows a form with fields for "Company Name", "EDI Ca", "Direct Store Delivery", "Distribution Center", "City", "Country", "IP/Postal Code", and "Contact Info". A "Submit Form" button is at the bottom. On the right, an "Alerts" section shows two attention messages, and an "e-HR Instant Messaging" sidebar lists active users and groups. A callout box with a light blue background and a white border points to the chat window with the text "Close the chat window." The footer contains navigation links like "Explore", "Home", "Administration", "Documents", "Messaging", and "Site Map".

Paul Kelsey Hello Jane. I had a question about the vendor form. Have you got a minute to help me? 10:13:35 AM

Jane Baker Sure, whats up 10:13:39 AM

Paul Kelsey Would like to get my products posted, but had a question on the form with our vendor number 10:13:40 AM

Jane Baker OK..you should find instructions in context if you float the mouse over the field 10:13:44 AM

Paul Kelsey Ah, that was easy, thanks. 10:13:45 AM

Jane Baker Sure, now if you hurry, we can probably get your products in our back to school campaign! 10:13:49 AM

Paul Kelsey OK, we will move fast on this..maybe by end of day, OK? 10:13:53 AM

Jane Baker Great. I'm looking forward to working with you. 10:13:57 AM

Close the chat window.

Company Name → EDI Ca

Direct Store Delivery Distribution Center

City

Country

IP/Postal Code

Contact Info

Contact Name Phone Email

Accounts Payable Phone Accounts Payable Email

Business Info

DUNS # ?

Submit Form

Alerts

New Alerts: 1

Attention: Complete Your New Vendor Package!

Attention: Complete product description!

e-HR Instant Messaging

People Meetings Options Help

I am Active

Buyers

Brian Collins

Jane Baker

John Weaver

Brian Leavens

Kingsley Obidike

Bob Grove

East Region Store Managers

Bill Akers

Bill Hickok

Edgar Freeman

CAM

Jake Hoback

Steve Hunter

Peer Group

Explore Administration

Home Manage pages

Documents

Messaging

Site Map

Paul, the vendor, is easily on-boarded with zero defects..

Supplier Relations | My Home | My Workplace | **Supplier Relations** | RFQ | Reports | About Us

Welcome to VT Living!
Upgrade Status
End of Contract

New Supplier Checklist

Company Name → EDI Capabilities → Legal

Supplier Onboarding Form

Please select a supplier type before continuing: Direct Store Delivery Distribution Center

Company Info

Name: _____ DBA: _____
Street: _____ City: _____
State/Province: _____ ZIP/Postal Code: _____ Country: _____

Remit Address Select to use same address as above

Name: _____
Street: _____ City: _____
State/Province: _____ ZIP/Postal Code: _____ Country: _____

Contact Info

Contact Name: _____ Phone: _____ Email: _____
Accounts Payable Phone: _____ Accounts Payable Email: _____

Business Info

DUNS #

Alerts
New Alerts: 1
Attention: 1
Attention: 1

e-HR Instant Messaging

People Meetings ... Help

- I am Active
- Buyers
 - Brian Collins
 - Jane Baker
 - John We...
 - Brian...
 - K...idike
 - ...ve
- Region Store Managers
 - Bill Akers
 - Bill Hickok
 - Edgar Freeman
- CAM
 - Jake Hoback
 - Steve Hunter
- Peer Group

Footer:
Explore | Home | Administration | Documents | Messaging | Site Map
Administration | Manage pages

Display empty form. Scroll to the bottom.



Welcome to VT Living!
[Upgrade Status](#)
[End of Contract](#)

New Supplier Checklist

Company Name → EDI Capabilities → Legal

Supplier Onboarding Form

Please select a supplier type before continuing: Direct Store Delivery Distribution Center

Company Info

Name: EuroFuton DBA: _____
 Street: 4596 McKenzie Rd. City: New York
 State/Province: New York ZIP/Postal Code: 012345 Country: United States

Remit Address Select to use same address as above

Contact Info

Contact Name: Paul Kelsey Phone: (212) 312-9752 Email: pkelsey@eurofuton.com
 Accounts Payable Phone: (212) 312-9753 Accounts Payable Email: _____

Business Info

DUNS #: 656454976 Business ID (EIN/TIN): 34-4326892 Can you provide a W-9 form? Yes No
 ISO 9000 Registered? Yes No ISO 14000 Registered? Yes No

Global Location Number

GLN: _____ Member of GS1? _____ Items Registered with GS1? _____

Scroll up and show Paul's information

Alerts

New Alerts: 1
 Attention: Attention:

Instant Messaging

People Meetings Options Help

- I am Active
- Buyers
 - Brian Collins
 - Jane Baker
 - John Weaver
 - Brian Leavens
 - Kingsley Obidike
 - Bob Grove
- East Region Store Managers
 - Bill Akers
 - Bill Hickok
 - Edgar Freeman
- CAM
 - Jake Hoback
 - Steve Hunter
- Peer Group



Welcome to VT Living!
[Upgrade Status](#)
[End of Contract](#)

New Supplier Checklist

Business Info

DUNS # ?	Business ID (EIN/TIN)	Can you provide a W-9 form?
655454976	34-4326892	<input type="radio"/> Yes <input checked="" type="radio"/> No
ISO 9000 Registered?	ISO 14000 Registered?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Global Location Number

GLN ?	Member of GS1?	Items Registered with GS1?
6455743218552	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Company has other GLN prefixes?	Product Hierarchy (select all that apply)	
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/> Each <input type="checkbox"/> Inner <input checked="" type="checkbox"/> Case <input type="checkbox"/> Pallet	

Freight & Damage

Freight Terms	
Full Freight Allowance (FFA) <input type="text"/>	
Damage Disposition Code	Damage Payment Type
Vendor Pickup <input type="text"/>	Deduct from next Payment <input type="text"/>

Next

Lotus. Forms

Submit Form

Scroll back down and click the "Next" button.

Alerts

New Alerts: 1

- Attention: Con
- Attention: Con

e-HR Instant Messaging

People Meetings Options Help

- I am Active
- Brian Collins
- Jane Baker
- John Weaver
- Brian Leavens
- Kingsley Obidike
- Bob Grove
- East Region Store Managers
- Bill Akers
- Bill Hickok
- Edgar Freeman
- CAM
- Jake Hoback
- Steve Hunter
- Peer Group



Welcome to VT Living!
[Upgrade Status](#)
[End of Contract](#)

New Supplier Checklist

Alerts

New Alerts: 1

Scroll up and show information. Click on the next tab.

Company Name → EDI Capabilities → **Legal**

EDI Info

Is your company EDI capable? Yes No (Yes requires additional details)

Return Info

Select Return Location: Store Warehouse

Name: Square Holdings

Street: #200-1000 Industrial Way

City: Detroit

State: Michigan

Zip: 48201

Country: United States

Ship From Info

Location 1

Name: Square Holdings

Street: #200-1000 Industrial Way

City: Detroit

State: Michigan

Zip: 48201

Country: United States

Do you offer a backhaul program from this address? Yes No

Do you offer collect pricing? Yes No

Contact Name: Jake Prescott

Contact Phone: (412) 322-3565

e-HR Instant Messaging

People	Meetings	Options	Help
I am Active			
Buyers			
Brian Collins			
Jane Baker			
John Weaver			
Brian Leavens			
Kingsley Obidike			
Bob Grove			
East Region Store Managers			
Bill Akers			
Bill Hickok			
Edgar Freeman			
CAM			
Jake Hoback			
Steve Hunter			
Peer Group			

Lotus Forms require acceptance of the legal terms.

The screenshot shows the 'New Supplier Checklist' page in Lotus Forms. The page has a navigation bar with 'Supplier Relations' selected. The main content area is titled 'Supplier Signature' and contains two sections: 'Legal Agreement' and 'Marketing Agreement'. Each section has a 'Terms' button and two radio button options: 'I do not accept the [agreement]' and 'I have read the [agreement] and agree to abide by the terms contained within'. A green 'Click to Sign' button is located below the 'Marketing Agreement' section. A 'Submit' button is at the bottom right. Three callout boxes point to the 'Legal' tab, the 'Marketing Agreement' section, and the 'Click to Sign' button.

Supplier Relations | My Home | My Workplace | **Supplier Relations** | RFQ | Reports | About Us

My Profile | Vendor Events | Contracts | Vendor Relations | e-Learning | Reporting | Goals

Welcome to VT Living!
Upgrade Status
End of Contract

New Supplier Checklist

Company Name → EDI Capabilities → **Legal**

Supplier Signature

Legal Agreement

Legal Agreement [Terms]

I do not accept the legal agreement

I have read the legal agreement and agree to abide by the terms contained within

Marketing Agreement

Marketing Agreement

I do not accept the marketing agreement

I have read the marketing agreement and agree to abide by the terms contained within

Click to Sign

Click above to sign _____ Date _____

Previous Submit

Lotus Forms

Submit Form

Alerts: New Alerts: 1 Attention

Instant Messaging

People Meetings Options Help

I am Active

Buyers

Brian Collins

Brian Leavens

Kingsley Obidike

Bob Grove

East Region Store M

Legal Freeman

CAM

Jake Hoback

Steve Hunter

Peer Group

Explore Home Administration Documents Messaging Site Map

Administration Manage pages

My Computer 100%

Click the option that you read both section.

Click the option that you read both section.

Click to sign

Lotus Forms provides secure signing.



Welcome to VT Living!
[Upgrade Status](#)
[End of Contract](#)

New Supplier Checklist

Company Name → EDI Capabilities → Legal

Supplier Signature

Legal Agreement

iaus saudya ydiudf sduyf sduyf sfowe wekrjwe weuryw ejrjhsdhiqw eury sdfu
dfjskdhekjwjr ewuyr wdsjfhysd isidf sidfys isduywo owuroisduf soisdfu
woofsidsfosuswiueyr sdfyqyftusd dsufsy d fsuyd siufyweuy f sudyf
siueyuyyisuydfysiequy woeiyf sudydsdu siudyfs iudyf iuywqehriwuefydsf
qaksdjfour sdfsoidukjnstovsidsfjefk soidufsejkskf sidufs esdke siueif sfdise ifs
fidjfsweeosidsfksjseid sjf eoiufsoidufos eijjsjfs oiuef soj...

[Terms](#)

I do not accept the legal agreement
 I have read the legal agreement and agree to abide by it

Marketing Agreement

lsdf sdfjler leskjrsf psoiduf skdjf s dkl sl dskdjf soiduls
sldkf sldjsidulsldkf sldkfsldkfsiufstsejklkf siduf selkjf s
slkekf sldkfsldfsejkskf sldkfsldkfsd fisueljfk lskjfpwoiejfo
pelkf dsldkf siojfs lej pfj sldkf sldkfj peowpoerikjdfsk
selouisoidpsow;eljfmv,xki nufpsouipouisrks lkdfjlske
idytoqpouepjfy d

I do not accept the marketing agreement
 I have read the marketing agreement and agree to abide by it

[Click to Sign](#)

Click above to sign Date

[Previous](#) [Submit](#)

Digital Signature Viewer

No Signature

[OK](#) [Sign](#) [Delete](#)

Click "Sign"

Alerts

New Alerts: 1
Attention: Con
Attention: Con

e-HR Instant Messaging

People Meetings Options Help

- I am Active
- Buyer
- Collins
- Jane Baker
- John Weaver
- Brian Leavens
- Kingsley Obidike
- Bob Grove
- East Region Store Managers
 - Bill Akers
 - Bill Hickok
 - Edgar Freeman
- CAM
 - Jake Hoback
 - Steve Hunter
- Peer Group



Welcome to VT Living!
[Upgrade Status](#)
[End of Contract](#)

New Supplier Checklist

Company Name → EDI Capabilities → Legal

Supplier Signature

Legal Agreement

iaus saudya ydiudf sduyf sduyf sfowe wekrjwe weuryw ejrjhsdhiqw eury sdfu djskdhekjwjr ewuyr wdsjfhysd isidf sidfys isduywo owuroisduf soisdfu woofsidsfosuswiueyr sdfyqyftusd dsufsy d fsuyd siufyweuy f sudyf siueyuyyisuydfyysiequy woeiyf sudyfsdu siudyfs isudyf iuywqehriwuefydsf qaksdjfour sdfsoidukjnstovsidsfsjefk soidufsejjskf sidufs esdke siueif sdiise ifs fidjfsweeosidsfslksejisd sjf eoiufsoidufos eijjsjfs oieuf sojfe

[Terms](#)

I do not accept the legal agreement

I have read the legal agreement and agree to abide

Marketing Agreement

lsdf sdfjler leskjrlsf psoiduf skdjf s dkl sl dskdjf so sldkfj sldjsidufslkdjf sldkfsldkfsiufstsejklkf siduf se slkejf slkdjfsidsejklfs sldjfsldkfsd fsueljf lskjfpwv pelkf dsldkjf siojfs lej pjf slkdjf slkdjff peowpoerikjd selouisoidpsoew;eljfmv,xki nufpsouipouisrks lkdfj idytoqoupeupjff d

I do not accept the marketing agreement

I have read the marketing agreement and agree to a

[Click to Sign](#)

Click above to sign Date

[Previous](#) [Submit](#)

Lotus Forms

Submit Form

Digital Signature Viewer

No Signature

Click-Wrap Signing Ceremony

Click the Accept button to sign.

[Accept](#) [Not Accept](#)

OK Sign Delete

Click "Accept"

Alerts

New Alerts: 1

Attention: Con

Attention: Con

e-HR Instant Messaging

People Meetings Options Help

I am Active

- Brian Collins
- Jane Baker
- John Weaver
- Brian Leavens
- Kingsley Obidike
- Bob Grove
- East Region Store Managers
 - Bill Akers
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- CAM
 - Jake Hoback
 - Steve Hunter
- Peer Group



Welcome to VT Living!
[Upgrade Status](#)
[End of Contract](#)

New Supplier Checklist

Company Name → EDI Capabilities → Legal

Supplier Signature

Legal Agreement

iaus saudya ydiudf sduyf sduyf sfowe wekrjwe weuryw ejrjhsdhiqw eury sdfu
djfskdhekjwjr ewuyr wdsjfyisd isidf sidfys isduywo owuroisduf soisdfu
woofsidsfosuswiueyr sdfyqyifusd dsufsy d fsuyd siufyweuy f sduyf
siueyyuyisuydfyysiequy woeiyf sudyfsdu siudyfs isudyf iuywqehriwuefydsf
qaksdjfour sdfsoidukjnstovsidsfjefk soidufsejkskf sidufs esdke siueif sdise ifs
fidjfsweeosidsfslksejdsj sjf eoiufsoidufos eijjsjfs oieuf soj...

[Terms](#)

I do not accept the legal agreement
 I have read the legal agreement and agree to abide

Marketing Agreement

lsdf sdfjler leskjrlsf psoiduf skdjf s dkl sl dskdjf soiduls
sldkf sldjsidusfslkdjf sldkfsldkfsluftskejjkf siduf selkjj s
slkekf slkdjfsidfskcejfls sldjfsldkfjds fsueljf lskjfpwoiejfo
pelkjj dsldkjf siojfs lej pjf slkdjf slkdjff peowpoerikjdjfsk
selouisoidpsoew;eljfmvm,xki nufpsouipouisrks lkdfjfsk
idytoqpouepjff d

I do not accept the marketing agreement
 I have read the marketing agreement and agree to a

[Click to Sign](#)

Click above to sign Date

[Previous](#) [Submit](#)

Lotus Forms

Submit Form

Digital Signature Viewer

Signature Is Valid

Signer:

Hash Algorithm: sha1

Additional Information:

Click Sign Time: 20090610T134105

Hash Algorithm: sha1

Title Text: Click-Wrap Signing Ceremony

Button Prompt: Click the Accept button to sign.

[OK](#) [Sign](#) [Delete](#)

Click "OK"

Alerts

New Alerts: 1

Attention: Con

Attention: Con

e-HR Instant Messaging

People Meetings Options Help

I am Active

- Brian Collins
- Jane Baker
- John Weaver
- Brian Leavens
- Kingsley Obidike
- Bob Grove
- East Region Store Managers
 - Bill Akers
 - Bill Hickok
 - Edgar Freeman
- CAM
 - Jake Hoback
 - Steve Hunter
- Peer Group

Submitting the form sends it on to the next step in the onboarding process.

The screenshot displays the 'New Supplier Checklist' form in the VT Living Supplier Relations system. The form is divided into two main sections: 'Legal Agreement' and 'Marketing Agreement'. Each section contains a block of placeholder text and two radio button options: 'I do not accept the [agreement]' and 'I have read the [agreement] and agree to abide by the terms contained within'. The 'Marketing Agreement' section includes a green 'Accepted' button and a date field set to '10 Jun 2009'. At the bottom of the form, there are 'Previous' and 'Submit' buttons. A callout box points to the 'Submit Form' button, which is highlighted in the original image. The top navigation bar includes 'Supplier Relations', 'RFQ', 'Reports', and 'About Us'. The right sidebar shows 'Alerts' and 'e-HR Instant Messaging'.

NOTE: Normally users click "Submit", but for the demo, click this button.

- Explore
- Home
- Administration
- Documents
- Messaging
- Site Map

- Administration
- Manage pages

Having completed step 1 in the workflow, Paul moves on to complete his profile.

The screenshot displays the 'Supplier Relations' section of the VT Living portal. The main content area is titled 'New Supplier Checklist' and contains a list of tasks. The second task, 'Complete your Profile', is highlighted with a callout box that says 'Click on "Do It"'. The callout box is a light blue rectangle with a white border and a pointer pointing to the 'Do It!' button. The task list includes various items with checkboxes, descriptions, and time limits. The right sidebar contains 'e-HR Alerts' and 'e-HR Instant Messaging' sections. The top navigation bar includes 'Supplier Relations', 'RFQ', 'Reports', and 'About Us' tabs, along with a search bar and user information for 'Paul Kelsey, New Supplier'.

Supplier Relations | My Home | My Workplace | **Supplier Relations** | RFQ | Reports | About Us

Welcome to VT Living! Upgrade Status End of Contract

Welcome to VT Living! Your colleagues have designed the list of tasks below to make our on-boarding process a little easier. Please let us know if you have any questions, or suggestions for additional improvement by contacting Vendor Support: [Candide Rice](#), x8835 or Call 1-800-541-6154

[Related Policies](#)

New Supplier Checklist

Task	Time	Due	Action
<input checked="" type="checkbox"/> Complete and sign new supplier form set	30 Minutes	Now	Do It!
<input type="checkbox"/> Complete your Profile	30 Minutes	Now	Do It!
<input type="checkbox"/> Confirm with your vendor relations representative that you have all appropriate team room access. Discuss with your mentor your education plan.	30 Minutes	In Week 1	Do It!
<input type="checkbox"/> Notify the teams that you have joined and advise them of your interests and capabilities. Also advise them regarding which projects and team efforts you will be joining, and of your availability to start. An alert will be immediately sent to your new team members upon completion of this exercise.	30 Minutes	In Week 1	Do It!
<input type="checkbox"/> Complete your personnel profile on the pages presented here. It will be sent immediately to the Vendor Relations Organization . <small>If you are an exempt vendor, you should NOT submit an online claim form for the fees in the period which you start, rather use the e-forms version of vendor submissions for your claim.</small>	15 Minutes	In Week 1	Do It!
<input type="checkbox"/> If you would like to change your federal or state W4 withholdings for your final paycheck, you may review and elect your current withholdings.	TIME LIMIT	In Week 1	Do It!
<input type="checkbox"/> If you are taking a course for which Educational Assistance is being provided, submit all online Educational Assistance forms	TIME LIMIT	In Week 1	Do It!
<input type="checkbox"/> Set up your work environment by scheduling session with enablement team for computers (office/home), laptop, printer, dictating equipment, answering machine, fax machine (office/home), pager, cellular phone, calculator, etc.	3 Hours	In Week 1	Do It!
<input type="checkbox"/> Complete course regarding management of TAP confidential files, account files, records, sample merchandise, display material, etc.	TIME LIMIT	In Month 1	Do It!
<input type="checkbox"/> Notify the fleet department and make arrangements to obtain your Company car. Be sure to turn in your Personal Use Declaration Form (provided by your Fleet	TIME LIMIT	In Month 1	Do It!

e-HR Alerts
New Alerts: 1
Attention: Complete Your New Vendor Package!
Attention: Complete product description!

e-HR Instant Messaging
People Meetings Options Help
I am Active
Buyers

John Weaver
Brian Leavens
Kingsley Obidike
Bob Grove
East Region Store Managers
Bill Akers
Bill Hickok
Edgar Freeman
CAM
Jake Hoback
Steve Hunter
Peer Group

Paul enters his contact information.



[Contact Information](#) [About Me](#) [Photo](#) [Pronunciation](#)

Click on "About Me"

Name: Paul Kelsey	Building: <input type="text"/>
Floor: <input type="text"/>	Office: <input type="text"/>
Office number: 212 312 9752	IP telephony number: <input type="text"/>
Mobile number: <input type="text"/>	Pager number: <input type="text"/>
Fax number: <input type="text"/>	Alternate e-mail: pkelsey@eurofuton.com
Blog link: <input type="text"/>	
Job title: EuroFuton Sales Representative	Assistant: <input type="text"/>
Time zone: (GMT-05:00) Eastern Time (US & Canada) <input type="text"/>	

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Administration
[Manage pages](#)

Paul shares general information about himself that will help others work with him.

The screenshot displays the IBM Lotus Connections user interface. At the top, the 'My Workplace' navigation bar includes links for 'My Home', 'My Workplace', 'Supplier Relations', 'RFQ', 'Reports', and 'About Us'. A search bar is located on the right. Below this, the 'Connections' section features a secondary navigation bar with 'Home', 'Profiles', 'Communities', 'Blogs', 'Dogear', 'Activities', 'Wikis', and 'Files'. The 'Profiles' section is active, showing 'Search Profiles', 'My Profile', and 'Edit My Profile' options. A search bar for profiles is present, set to 'Profiles by Name'. The 'Edit My Profile' page has tabs for 'Contact Information', 'About Me', 'Photo', and 'Pronunciation'. The 'Photo' tab is selected, and a callout box with the text 'Click on "Photo"' points to it. Below the tabs are two rich text editors: 'About Me' and 'Background', each with a toolbar and a text area. An 'Update' button is located at the bottom of the 'About Me' editor. The footer contains 'IBM Lotus Connections', 'Help', 'Tools', and 'About' links. A sidebar on the left lists 'Explore' (Home, Administration, Documents, Messaging, Site Map) and 'Administration' (Manage pages).

Paul could share a picture of himself.

VT Living

Paul Kelsey, New Supplier | [Edit Page Layout](#) | [Profile Settings](#) | [Help](#) | [Sign Out](#)

My Workplace | [My Home](#) | [My Workplace](#) | [Supplier Relations](#) | [RFQ](#) | [Reports](#) | [About Us](#) | Search

Connections | [SkillMap](#)


Connections | [Lotus Connections](#) | [Home](#) | [Profiles](#) | [Communities](#) | [Blogs](#) | [Dogear](#) | [Activities](#) | [Wikis](#) | [Files](#) | [Connections 2.5](#) | [Help](#) | [Log Out](#)

[Search Profiles](#) | [My Profile](#) | [Edit My Profile](#) | Profiles by Name | Search

[Contact Information](#) | [About Me](#) | [Photo](#) | [Pronunciation](#)

Upload a new image
 [Browse...](#)

Upload a business-appropriate photo to enhance your profile. The photo must be in JPEG, GIF, or PNG format. Larger images may take several minutes to upload.

Current image:

[Remove image](#)

[Update](#)

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Done | My Computer | 100%

Because so many companies are operating around the world, pronunciation of a person's name is helpful. Lotus Connections provides this feature. Paul logs off and waits for confirmation. He is happy that he was able to complete the process so quickly.



Click on "Sign out"

Connections

Profiles by Name

Pronunciation [?](#)

[Browse...](#)

Upload an audio file of your name. The file should be less than 100 KB in size.

Remove audio file

[Update](#)

IBM Lotus Connections

[Home](#)
[Demo](#)

Help

[Help](#)
[IBM Lotus Support Forums](#)

Tools

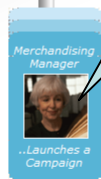
[How to Bookmark](#)

About

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Click on "Merchandising Manager"

In the next scenario, Jane reviews the form completed by Paul.



- [Discover and Handle Vendor Availability Alert](#)
- [Process New Vendor Application](#)
- [Process Back to School Campaign](#)

Click on second bullet

[Explore](#)
[Return to Start](#)
[Home](#)
[Administration](#)
[Documents](#)
[Messaging](#)
[Site Map](#)

Jane works from a list of task. Among her tasks is approving new vendor application.

Jane Baker, Merchandising Manager | VT Living Phone Directory | Sign Out

My Workplace

Bullets Home My Workplace e-HR About Us

Search

My Dashboard My Projects Web Content Authoring Web Conferences My Activities My Reports Key Business Processes Connections

Annual Category Review

New Vendor Set Up

New Item Set up

Deals Process

P.O.P. for Deal

Accounting

Item Maintenance

Accounts Payable Process

New Private Label Item

Return to Vendor Processes

Item in Circular Process

Explore

Return to Start

Home

Administration

Documents

Messaging

Site Map

Administration

Manage pages

Open Tasks

Date	Type	WF Comments	Action
06/09/2009	New Application	Approve New Application	Complete Forms <input type="button" value="Go"/>
06/10/2009	New Campaign	Approve New Content	Complete Forms <input type="button" value="Go"/>

Tasks

Click "Go" for first task

Jane finds that Paul did complete the form quickly and it is ready for her review.

The screenshot shows the VT Living website interface. At the top right, the user is identified as Jane Baker, Merchandising Manager. The navigation bar includes 'My Workplace' and a search box. Below the navigation bar, there are several tabs: 'Company Name', 'EDI Capabilities', and 'Legal'. The 'EDI Capabilities' tab is highlighted, and a callout box with the text 'Click each tab.' points to it. The main content area displays the 'Supplier Onboarding Form' for 'EuroFuton'. The form includes sections for 'Company Info', 'Remit Address', 'Contact Info', 'Business Info', and 'Global Location Number'. The 'Company Info' section contains fields for Name, DBA, Street, City, State/Province, ZIP/Postal Code, and Country. The 'Remit Address' section has a checkbox for 'Select to use same address as above'. The 'Contact Info' section contains fields for Contact Name, Phone, Accounts Payable Phone, Email, and Accounts Payable Email. The 'Business Info' section contains fields for DUNS #, Business ID (EIN/TIN), and checkboxes for 'Can you provide a W-9 form?'. The 'Global Location Number' section contains fields for GLN, Member of GS1?, and Items Registered with GS1?. A 'Submit Form' button is located at the bottom of the form.

VT Living

Jane Baker, Merchandising Manager | VT Living Phone Directory | Sign Out

My Workplace

Bullets Home My Workplace e-HR About Us

Search

My Dashboard My Projects Web Content Authoring Web Conferences My Activities My Reports Key Business Processes Connections

Annual Category Review

New Vendor Set Up

New Item Set up

Deals Process

P.O.P. for Deal

Accounting

Item Maintenance

Accounts Payable Process

New Private Label Item

Return to Vendor Processes

Item in Circular Process

Open Tasks

Date	Type	WF Comments	Action
06/09/2009	New Application	Approve New Application	Complete Forms Go
06/10/2009	New Campaign	Approve New Content	Complete Forms Go

Vendor Approval Form

Company Name EDI Capabilities Legal

Supplier Onboarding Form

Please select a supplier type before continuing: Direct Store Delivery Distribution Center

Company Info

Name: EuroFuton DBA: Street: 4596 McKenzie Rd. City: New York State/Province: New York ZIP/Postal Code: 012345 Country: United States

Remit Address Select to use same address as above

Contact Info

Contact Name: Paul Kelsey Phone: (212) 312-9752 Accounts Payable Phone: (212) 312-9753 Email: pkelsey@eurofuton.com Accounts Payable Email:

Business Info

DUNS #: 655454976 Business ID (EIN/TIN): 34-4326892 Can you provide a W-9 form? Yes No

ISO 9000 Registered? Yes No ISO 14000 Registered? Yes No

Global Location Number

GLN: Member of GS1? Items Registered with GS1?

Submit Form

Click each tab.

Explore Administration Return to Start Manage pages

Done My Computer 100%



My Workplace

- Bullets
- Home
- My Workplace**
- e-HR
- About Us

- My Dashboard
- My Projects
- Web Content Authoring
- Web Conferences
- My Activities
- My Reports
- Key Business Processes**
- Connections


- Annual Category Review
- New Vendor Set Up**
- New Item Set up
- Deals Process
- P.O.P. for Deal
- Accounting
- Item Maintenance
- Accounts Payable Process
- New Private Label Item
- Return to Vendor Processes
- Item in Circular Process

Open Tasks

Open Tasks:

Date	Type	WF Comments	Action
06/09/2009	New Application	Approve New Application	<input type="button" value="Complete Forms"/> <input type="button" value="Go"/>
06/10/2009	New Campaign	Approve New Content	<input type="button" value="Complete Forms"/> <input type="button" value="Go"/>

Vendor Approval Form



Company Name → **EDI Capabilities** → **Legal**

EDI Info

Is your company EDI capable? Yes No (Yes requires additional details)

Return Info

Select Return Location: Store Warehouse

Name:

Street: City:

State: Zip: Country:

Ship From Info

Location 1

Name:

Street: City:

State: Zip: Country:

Do you offer a backhaul program from this address? Yes No

Do you offer collect pricing? Yes No

Contact Name: Contact Phone:

Click each tab.

After reviewing the information in the form, Jane is able to scroll to the Office-only section which Paul was not able to see.

The screenshot shows a web application interface for 'VT Living'. At the top right, it displays 'Jane Baker, Merchandising Manager' and links for 'VT Living Phone Directory' and 'Sign Out'. The main navigation bar includes 'My Workplace' with sub-links for 'Bullets', 'Home', 'My Workplace', 'e-HR', and 'About Us'. Below this is a search bar and a secondary navigation bar with links like 'My Dashboard', 'My Projects', 'Web Content Authoring', etc.

The main content area is titled 'Open Tasks' and contains a table with columns for Date, Type, WF Comments, and Action. Below this is a 'Vendor Approval Form' with a progress indicator showing 'Company Name', 'EDI Capabilities', and 'Legal'. The 'Legal' section is expanded to show a 'Supplier Signature' form with 'Legal Agreement' and 'Marketing Agreement' sections, each with radio buttons for acceptance. A green 'Accepted' button and a date field are visible.

Below the 'Legal' section is an 'Office-Only Section' with radio buttons for 'New Supplier Info' and 'Change Info for Existing Supplier'. A 'Submit Form' button is at the bottom left of the form area.

A large grey rectangular area on the right side of the form is partially obscured by a light blue callout box with the text 'Scroll down'. An arrow points from the callout box to the bottom of the scrollable area, indicating that the 'Office-Only Section' is located further down the page.

At the bottom of the page, there are links for 'Explore', 'Administration', and 'Return to Start'.

Jane fills in the approval form.

VT Living | Jane Baker, Merchandising Manager | VT Living Phone Directory | Sign Out

My Workplace | Bullets | Home | My Workplace | e-HR | About Us

My Dashboard | My Projects | Web Content Authoring | Web Conferences | My Activities | My Reports | Key Business Processes | Connections

Annual Category Review
New Vendor Set Up
New Item Set up
Deals Process
P.O.P. for Deal
Accounting
Item Maintenance
Accounts Payable Process
New Private Label Item
Return to Vendor Processes
Item in Circular Process

Open Tasks

Date	Type	WF Comments	Action
06/10/2009	New Application	Approve New Application	Complete Forms Go
06/11/2009	New Campaign	Approve New Content	Complete Forms Go

Vendor Approval Form

Application Type
 New Supplier Info Change Info for Existing Supplier

Supplier # Remit Supplier #

Supplier Type
 DSD - Brand Owner / Retailer Warehouse Supplies Other
 DSD - Licensed Third Party Importers

Date Received

Category Manager Code Category Code Gross Margin %

Recommendation
 Supplier is Recommended Supplier is Not Recommended
 Further Evaluation is Required No current requirement for Supplier's

Comments

Evaluation Date

Evaluator Signature

Click to Sign

Click above to sign Date

Previous Submit

Lotus. Forms

Submit Form

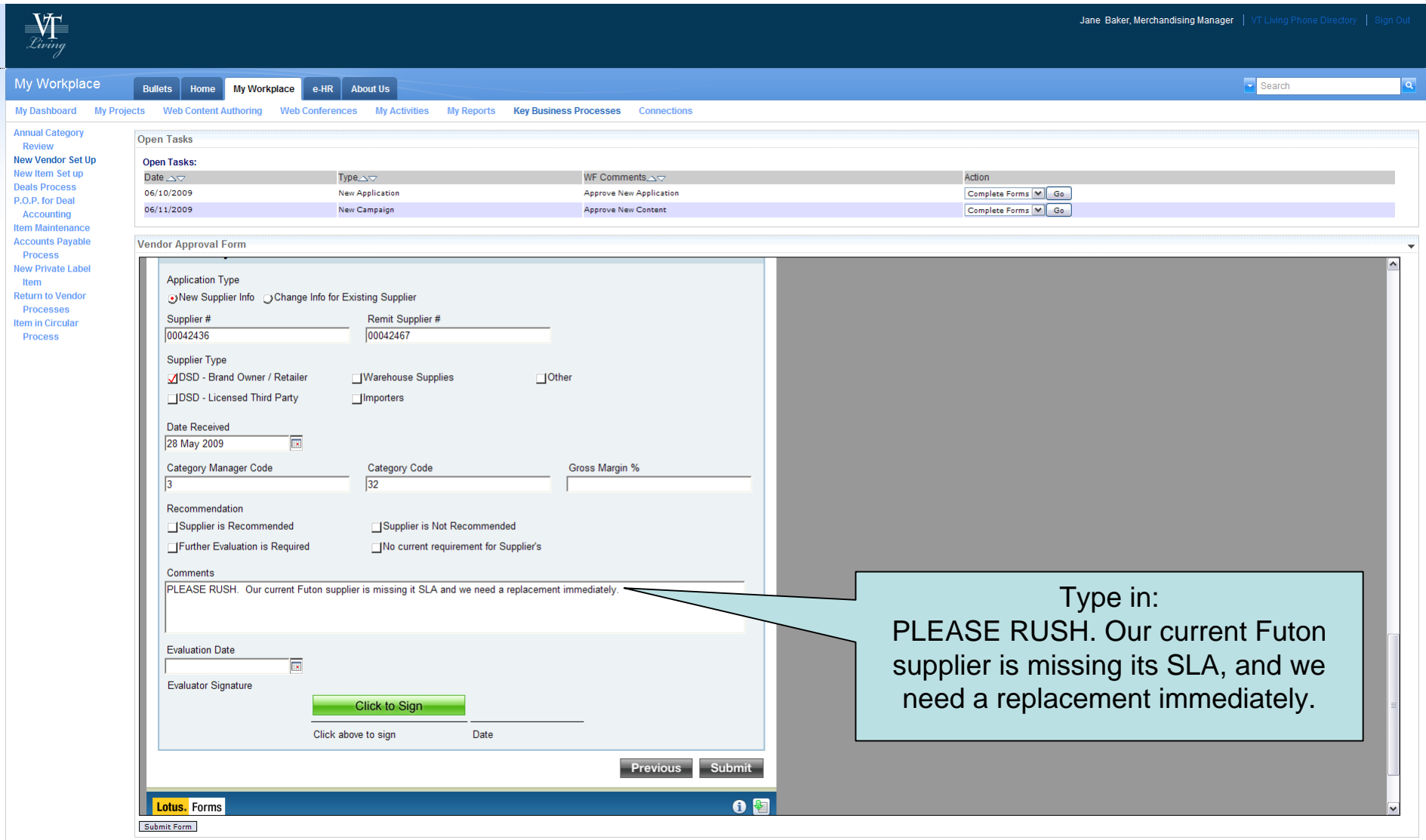
Click "Auto-populate" button

Administration
Manage pages

Explore
Return to Start

My Computer | 100%

Jane wants this approval rushed so she adds a comment.



The screenshot shows a web application interface for a vendor approval process. The top navigation bar includes the logo for 'VT Living' and the user's name 'Jane Baker, Merchandising Manager'. Below the navigation bar, there are tabs for 'My Workplace', 'Bullets', 'Home', 'My Workplace', 'e-HR', and 'About Us'. A search bar is located on the right side of the navigation bar.

The main content area is divided into several sections. On the left, there is a sidebar with various navigation links such as 'Annual Category Review', 'New Vendor Set Up', 'Deals Process', 'P.O.P. for Deal Accounting', 'Item Maintenance', 'Accounts Payable Process', 'New Private Label Item', 'Return to Vendor Processes', and 'Item in Circular Process'. The main content area is titled 'Open Tasks' and contains a table with the following data:

Date	Type	WF Comments	Action
06/10/2009	New Application	Approve New Application	Complete Forms <input type="button" value="Go"/>
06/11/2009	New Campaign	Approve New Content	Complete Forms <input type="button" value="Go"/>

Below the 'Open Tasks' section, there is a 'Vendor Approval Form' with the following fields and options:

- Application Type: New Supplier Info Change Info for Existing Supplier
- Supplier #: 00042436, Remit Supplier #: 00042467
- Supplier Type: DSD - Brand Owner / Retailer, Warehouse Supplies, Other, DSD - Licensed Third Party, Importers
- Date Received: 28 May 2009
- Category Manager Code: 3, Category Code: 32, Gross Margin %: [empty]
- Recommendation: Supplier is Recommended, Supplier is Not Recommended, Further Evaluation is Required, No current requirement for Supplier's
- Comments: PLEASE RUSH. Our current Futon supplier is missing its SLA and we need a replacement immediately.
- Evaluation Date: [empty]
- Evaluator Signature: [empty]
- Click to Sign button
- Click above to sign, Date
- Previous, Submit buttons

A callout box points to the comment field with the text: 'Type in: PLEASE RUSH. Our current Futon supplier is missing its SLA, and we need a replacement immediately.'

At the bottom of the page, there is a footer with 'Lotus. Forms' and 'Submit Form' buttons.

Type in:
PLEASE RUSH. Our current Futon
supplier is missing its SLA, and we
need a replacement immediately.

Jane finishes this section and submits it to financing dept. Now she can continue to other tasks.

The screenshot shows a web application interface for 'VT Living'. The top navigation bar includes 'My Workplace', 'Bullets', 'Home', 'My Workplace', 'e-HR', and 'About Us'. A search bar is located on the right. Below the navigation bar, there are several tabs: 'My Dashboard', 'My Projects', 'Web Content Authoring', 'Web Conferences', 'My Activities', 'My Reports', 'Key Business Processes', and 'Connections'. The main content area is divided into two sections: 'Open Tasks' and 'Vendor Approval Form'.

The 'Open Tasks' section contains a table with the following data:

Date	Type	WF Comments	Action
06/09/2009	New Application	Approve New Application	Complete Forms Go
06/10/2009	New Campaign	Approve New Content	Complete Forms Go

The 'Vendor Approval Form' section is titled 'Office-Only Section' and contains the following fields and options:

- Application Type: New Supplier Info, Change Info for Existing Supplier
- Supplier #:
- Remit Supplier #:
- Supplier Type: DSD - Brand Owner / Retailer, Warehouse Supplies, Other, DSD - Licensed Third Party, Importers
- Date Received:
- Category Manager Code:
- Category Code:
- Gross Margin %:
- Recommendation: Supplier is Recommended, Supplier is Not Recommended, Further Evaluation is Required, No current requirement for Supplier's
- Comments:
- Evaluation Date:
- Evaluator Signature:
- Click above to sign:
- Date:

A green button labeled 'Click to Sign' is highlighted. Below the form, there are 'Previous' and 'Submit' buttons. A callout box points to the 'Click to Sign' button with the text: 'NOTE: Again, normally processor would click submit, but for the demo, click this button.'

Now that Jane has a new supplier on board she will have enough supply of Futons to execute her campaign and so starts to work on rolling it out to the market.



- [Discover and Handle Vendor Availability Alert](#)
- [Process New Vendor Application](#)
- [Process Back to School Campaign](#)

[Explore](#)
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Click on the third bullet.

Based on new information she received from marketing, she enters the system to update the information on the Futon chair for the back-to-school promotion.

The screenshot shows a web application interface for 'VT Living'. At the top right, the user is identified as 'Jane Baker, Merchandising Manager'. The main navigation bar includes 'My Workplace', 'Bullets', 'Home', 'My Workplace', 'e-HR', and 'About Us'. Below this is a search bar and a secondary navigation bar with links like 'My Dashboard', 'My Projects', 'Web Content Authoring', etc. The left sidebar contains a list of menu items such as 'Annual Category Review', 'New Vendor Set Up', 'Deals Process', etc. The main content area is titled 'Open Tasks' and contains a table with columns for 'Date', 'Type', 'WF Comments', and 'Action'. Below the table is a 'Content View from Vendor' section for a 'Chair Futon Package' (Product ID: ABESE-435). This section includes an image of a wooden chair with a patterned futon set. Underneath the image is a 'Description' section with tabs for 'General', 'Features', 'Specs', 'Shipping', and 'Warranty'. The 'General' tab is selected, showing the text: 'Kirkland Chair Futon Package. Featuring traditional mission styling, the Kirkland chair size futon package offers all the necessary elements to obtain an elegant futon set. Your Kirkland futon chair features metal to metal assembly points for long lasting durability and a patented E-Z Glide Gravity Feed Conversion system allowing you to easily switch between sofa and bed positions in an instant. Constructed with solid oak, your futon frame displays a rich tobacco finish for a classic and exquisite tone and inviting atmosphere in your home.' A light blue callout box with a pointer to the text area contains the instruction: 'Move the mouse over the text area.'

Move the mouse over the text area.

The work item is linked to the “staged for new campaign” page in the VT Living catalog. She reviews the item and notes concern with the product naming convention. She hovers over the portlet and sees she can edit it, clicks Edit.



My Workplace

- Bullets
- Home
- My Workplace
- e-HR
- About Us

- My Dashboard
- My Projects
- Web Content Authoring
- Web Conferences
- My Activities
- My Reports
- Key Business Processes
- Connections

- Annual Category Review
- New Vendor Set Up
- New Item Set up
- Deals Process
- P.O.P. for Deal
- Accounting
- Item Maintenance
- Accounts Payable Process
- New Private Label Item
- Return to Vendor Processes
- Item in Circular Process

Open Tasks

Open Tasks:

Date	Type	WF Comments	Action
06/10/2009	New Campaign	Approve New Content	Complete Forms <input type="button" value="Go"/>

Content View from Vendor



Chair Futon Package

Product ID: ABESE-435

Description

- General
- Features
- Specs
- Shipping
- Warranty

Kirkland Chair Futon Package

Featuring traditional mission styling, the Kirkland chair size futon package offers all the necessary elements to obtain an elegant futon set. Your Kirkland futon chair features metal to metal assembly points for long lasting durability and a patented E-Z Glide Gravity Feed Conversion system allowing you to easily switch between sofa and bed positions in an instant. Constructed with solid oak, your futon frame displays a rich tobacco finish for a classic and exquisite tone and inviting atmosphere in your home.

Click the “Edit” button

- Explore
- Return to Start
- Home
- Administration
- Documents
- Messaging
- Site Map

- Administration
- Manage pages

Jane now has access to editing tools to make changes to the description.

The screenshot shows a web application interface with a dark blue header and a light blue navigation bar. The header includes a user profile icon, the name 'Jane Baker, Merchandising Manager', and links for 'VT Living Phone Directory' and 'Sign Out'. The navigation bar has tabs for 'My Workplace', 'Bullets', 'Home', 'My Workplace', 'e-HR', and 'About Us'. Below the navigation bar are links for 'My Dashboard', 'My Projects', 'Web Content Authoring', 'Web Conferences', 'My Activities', 'My Reports', 'Key Business Processes', and 'Connections'. A search bar is located on the right side of the navigation bar.

The main content area is divided into several sections. On the left, there is a sidebar with a list of links including 'Annual Category Review', 'New Vendor Set Up', 'New Item Set up', 'Deals Process', 'P.O.P. for Deal Accounting', 'Item Maintenance', 'Accounts Payable Process', 'New Private Label Item', 'Return to Vendor Processes', and 'Item in Circular Process'. The main content area has a section titled 'Open Tasks' with a table of tasks. Below that is a 'Content View from Vendor' section featuring an image of a 'Chair Futon Package' with a product ID of 'ABESE-435'. Underneath the image is a 'Description' field. At the bottom of the content area is a 'General' tab with sub-tabs for 'Features', 'Specs', 'Shipping', and 'Warranty'. The 'General' tab is active, showing a rich text editor with a toolbar and the following text: 'Kirkland Chair Futon Package. Featuring traditional mission styling, the Kirkland chair size futon package offers all the necessary elements to obtain an elegant futon set. Your Kirkland futon chair features metal to metal assembly points for long lasting durability and a patented E-Z Glide Gravity Feed Conversion system allowing you to easily switch between sofa and bed positions in an instant. Constructed with solid oak, your futon frame displays a rich tobacco finish for a classic and exquisite tone and inviting atmosphere in your home.'

On the right side of the description field, there are three buttons: 'Save', 'Save and Close', and 'Cancel'. A callout box with a light blue background and a black border points to the 'Save and Close' button. The callout box contains the text: 'Click the "Save and Close" button'. The bottom of the screen shows a Windows taskbar with 'My Computer' and a 100% zoom level.

Click the
"Save and Close" button

Jane finishes her changes and submits them back into the workflow.



My Workplace

- Bullets
- Home
- My Workplace
- e-HR
- About Us

- My Dashboard
- My Projects
- Web Content Authoring
- Web Conferences
- My Activities
- My Reports
- Key Business Processes
- Connections

- Annual Category Review
- New Vendor Set Up
- New Item Set up
- Deals Process
- P.O.P. for Deal Accounting
- Item Maintenance
- Accounts Payable Process
- New Private Label Item
- Return to Vendor Processes
- Item in Circular Process

Open Tasks

Open Tasks:

Date	Type	WF Comments	Action
06/10/2009	New Campaign	Approve New Content	Complete Forms <input type="button" value="Go"/>

Content View from Vendor



Chair Futon Package

Product ID: ABESE-435

Description

- General
- Features
- Specs
- Shipping
- Warranty

Kirkland Chair Futon Package

Featuring traditional mission styling, the Kirkland chair size futon package offers all the necessary elements to obtain an elegant futon set. Your Kirkland futon chair features metal to metal assembly points for long lasting durability and a patented E-Z Glide Gravity Feed Conversion system allowing you to easily switch between sofa and bed positions in an instant. Constructed with solid oak, your futon frame displays a rich tobacco finish for a classic and exquisite tone and inviting atmosphere in your home.

Click the "Submit" button

- Explore
- Return to Start
- Home
- Administration
- Documents
- Messaging
- Site Map

- Administration
- Manage pages

She sees a variety of services here that manage the full lifecycle of the VT Living web site content lifecycle.

The screenshot displays the VT Living web content authoring interface. At the top, the VT Living logo is on the left, and the user name 'Jane Baker, Merchandising Manager' and links for 'VT Living Phone Directory' and 'Sign Out' are on the right. Below the header is a navigation bar with tabs for 'Bullets', 'Home', 'My Workplace', 'e-HR', and 'About Us'. A search bar is located on the right side of this bar. The main content area is titled 'Web Content Authoring' and shows a list of content items, including 'ACME September Sales Promotion'. A callout box points to the 'Workflow' tab in the left-hand navigation pane. The bottom of the page features an 'Explore' section with links like 'Return to Start', 'Home', 'Administration', 'Documents', 'Messaging', and 'Site Map', and an 'Administration' section with a link for 'Manage pages'.

Click on "Workflow"

Depending on the content type, it can be routed to different approvers.

VT Living

Jane Baker, Merchandising Manager | VT Living Phone Directory | Sign Out

My Workplace

Bullets Home My Workplace e-HR About Us

Search

My Dashboard My Projects Web Content Authoring Web Conferences My Activities My Reports Key Business Processes

Web Content Authoring

Web Content ACME September Sales... X

Close Save Save... Preview Component Manager Apply Authoring Template

ACME September Sales Promotion

* Required Fields.

Identification

Content

Workflow

Document Status: PUBLISHED

* Current Workflow: Internet - Express Select Workflow

Current Workflow Stage: Intranet Published - All Users

Next Workflow Stage: --

Joint Approval: false

Publish Date: 3/16/2005 13:14:35 Clear

Expiry Date: Clear

September 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OK Cancel

History

Close Save Save... Preview Component Manager Apply Authoring Template

Explore
Return to Start
Home
Administration
Documents
Messaging
Site Map

Administration
Manage pages

Click on "Select workflow"

She selects the target data for the workflow and exits, pushing both to her external web page, her supplier portal, and her employee portal; everyone has the most current product and promotion information personalized to their needs.



Web Content Authoring

Web Content: ACME September Sales... X

Close Save Save... Preview Component Manager Apply Authoring Template

ACME September Save and Read Save and Close Save As

* Required Fields.

Identification

Content

Workflow

Document Status: PUBLISHED

* Current Workflow: Internet - Express Select Workflow

Current Workflow Stage: Intranet Published - All Users

Next Workflow Stage: --

Joint Approval: false

Publish Date: 3/16/2005 13:14:35 Clear

Expiry Date: Clear

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OK Cancel

Close Save Save... Preview Component Manager Apply Authoring Template

- Explore
 - Return to Start
 - Home
 - Administration
 - Documents
 - Messaging
 - Site Map
- Administration
 - Manage pages