IntraMalls

ARS User's Manual

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INTRODUCTION

Welcome to the ARS IntraMall powered by IntraMalls LLC. The IntraMall provides a custom-buying environment for lab scientists and staff to purchase supplies and equipment ARS. The IntraMall enables each buyer to participate in an unbiased multi-vendor, multi-product purchasing system customized per the needs of ARS. Each buyer on the IntraMall has the ability to electronically search, find, and compare products from IntraMall suppliers thereby reducing supply chain costs and complexity while enhancing buyer-supplier relationships.

All interaction with the IntraMall takes place over a secure, private Intranet using a web browser. This use of a familiar application provides the maximum ease of use and substantially reduces the learning curve often associated with new technology.

Access to the IntraMall is controlled through the use of a User ID and Password combination. In addition, there are numerous security checks and access controls for every action taken within the IntraMall. This security is transparent to you and provides the highest possible degree of security for IntraMall transactions.

This manual is to be used as a user's guide for the IntraMall system. It provides you with the ability to use all areas of the IntraMall to which you have access. In this manual, you will find detailed descriptions of the IntraMall environment. The manual is divided into sections that correspond to each area of the IntraMall.

You will need an Internet web browser – Internet Explorer 3.0 or higher and Netscape 3.0 or higher - to access the ARS IntraMall homepage powered by IntraMalls LLC. Use the following URL address:

http://arsintramall.nih.gov

Logging In

The Log In page is the gateway to the ARS IntraMall powered by IntraMalls LLC. It can be found on the IntraMall homepage: http://arsintramall.nih.gov.

Entering your Member Name and Password

The login page performs an identification and security check based on a member name and password.

1. Type in your member name in the Member Name text box. (Typically, this is the first letter of your first name and your last name in lowercase letters; i.e. John Smith = jsmith)

2. Type in your Password. (Your initial password is the last 4 digits of your credit card number.)

3. Click the Log In button or hit Enter.

If your Member Name and Password were entered correctly, you will be taken to the IntraMall's main page. If you forget your password, please email info@intramalls.com or phone 1-888-644-6255.

Request an Account

To request an IntraMall account, you will need to fill out a brief online form with the necessary information. Once your account request has been processed, you will be issued a Member Name and Password that will allow you to log into the IntraMall.

## Special Notices

Password Expiration

Upon correctly entering a password and member name, you may be taken to a notification screen if your password has expired. Every 90 days your password will expire and you will be prompted to enter in a new Password. You cannot reuse a password that had been used in the previous 180 days.

Security Alert

Upon correctly entering a password and member name, you may be taken to a security alert (Internet Explorer) or New Site Certificate (Netscape) screen. In order to continue with the log in process, follow the directions on the screen to accept the security certificate.

Internet Explorer: Click "Yes" to accept the certificate.

Netscape: Click the "Next" button unit you get to the last screen. Click "Finished" to accept the certificate.
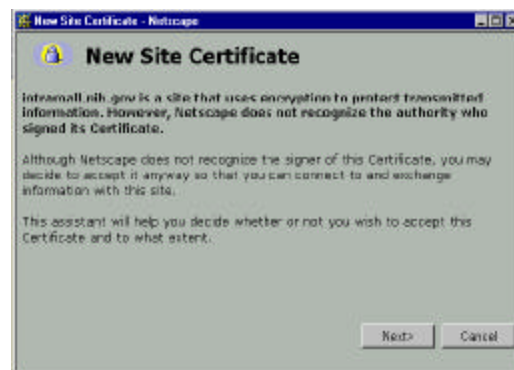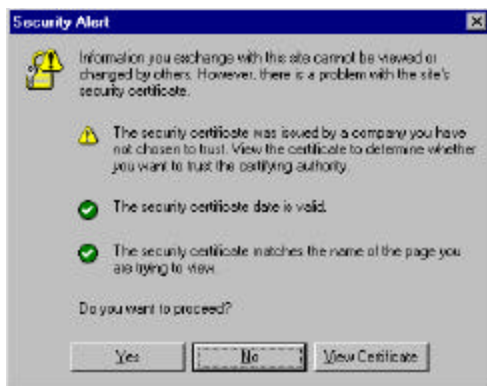
If you continue to receive this notice about the security certificate, log into http://tls.nih.gov/certsrv/certcarc.asp and click on the link Download CA certificate found in the first sentence. Contact info@intramalls.com if you would like us to email simple, step-by-step instructions on how to download and install the security certificate.

MAIN PAGE

The main page contains a menu listing all sections of the IntraMall.

To go to a particular area, click on the appropriate link.

You do not need to go to the main page each time you want to move to another section of the IntraMall. You can use the navigation bar at the top of each page to move around (see The Navigation Bar below).

THE NAVIGATION BAR

The Navigation Bar allows you to quickly access all areas of the IntraMall without going back to the main page each time to want to move to another section. Just click on the appropriate link and you will be taken to the section you selected.

ADVANCED OPTIONS

Manage Your Profile

This section allows you to establish your Contact Information, Email notification preferences, change your password, and set your Account Numbers.

From the IntraMall Main Page, click on the Manage Your Profile link located under the Advanced Options header.

Changing Your Password

This user is currently logged into the IntraMall. Use caution when editing this user

Password

New Password: [　　　　] Confirm Password: [　　　　]

Save New Password

1. Under the Password header, type in your **New Password** in the text box and re-type it in the **Confirm Password** text box.
2. Click on the [Save New Password] button.
3. Your new password has taken effect.

Change Your Preferences

This section allows you to change your Email Notification Preferences.

1. Enter email address where you wish automatic

2. Check the type of email notifications you wish to receive for yourself and your shoppers

3. Click to save preferences

Email Notification Preferences		
Email: john@biospace.com		

My Orders	Shoppers Orders	Events: Notify me when...
☑	☑	A vendor picks up order(s).
☑	☑	A vendor enters a comment.
☑	☑	The status of an order changes.
☑	☑	A credit/charge is made on my order(s).
Email		Administrative Events: Notify me when....
	☑	I have shopper carts awaiting approval.
	☑	There are orders awaiting approval.
	☐	I have trouble tickets.

Save Preferences

Changing Your Address, Shipping and Contact Information

1. Under the Address, Shipping and Contact Information header, click on the [Edit Address Information] button.
2. Change all relevant information in the text boxes provided then click "Save Changes and Return to User Edit" button.
3. If you need your billing address information changed, contact IntraMalls.

Establishing Your Account Numbers

Account Numbers
This user is restricted to ARS Acct Nbrs.
Available Acct Numbers:
8428137 Default Acct Nbr

Click the [Edit Acc't. Numbers] button and add Account Numbers to your profile on the page that appears.

2. Click to add/remove an Acc't # to/from your profile.

1. Highlight desired Acc't # from list of all the Acc't #'s that are available to you.

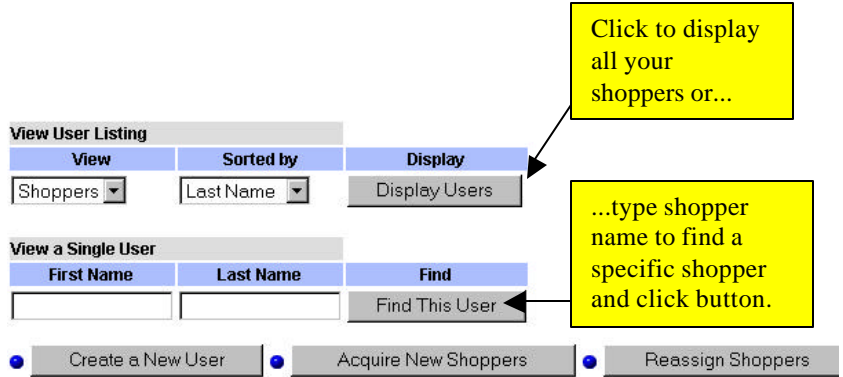3. Select your default Acc't # from the Current list and click the *Set selected Acc't # as Default button.*

4. When finished click on the Update button and then the Save Changes and Return to User Edit button.

Note: if you type a valid Account Number into a non-Mall order or into Rapid Order Entry that is not in your profile it will be automatically added to your profile.

Manage Your Shoppers

Purchase Card Holders can establish IntraMall accounts for the Non-Purchase Card holders that they support. These "Shoppers" will fill "Shopping Carts" with products from the IntraMall and click a button to send them to the Purchase Card Holder who then either clicks a button to purchase the shopping cart or clicks another button to return the shopping cart with comment back to the shopper.

1. Click on the <u>Manage Your Shoppers</u> link located under the Advanced Options header on the Main Page

Click to display all your shoppers or...

...type shopper name to find a specific shopper and click button.

2. You can see a list of all your Shoppers by clicking on the [Display Users] button. Click on the **Sorted by** drop down menu to select how you want the users displayed. You may also view a single user by typing in either their first or last name.

Select a user to edit by clicking on their name

Last Name	First Name	Title	Department	Building	User Access Level	Certified	State
Bucco	Louie				User Shopper	N	
shopper	deb's				User Shopper	N	

3. As with your own profile, you can change your Shopper's password, edit their address, or assign additional Account Numbers. Note that the only Account Numbers available to your shopper are those that are in your own profile. Click on a shopper's last name link to access their User Profile Information.

NOTE: The Shoppers themselves can also edit their password & address, but it is the cardholder's responsibility to assign a Shopper's Account Numbers, reassign their administrator or restrict their access to the IntraMall.

Edit User

Password	
New Password: [ ]	**Confirm Password:** [ ]
Save New Password	

Addresses and Contact Information

Shipping Address

John Dausch
ARS - North Atlantic Area
Building: ERRC - Room: 204
600 E. Mermaid Lane
Wyndmoor PA 19038

Contact Information:

Department:	Office Phone: 888-644-6255
Title:	Fax Number: 410-584-9457
Email:	john@intramalls.com

Edit Address Information

Accounting Numbers

This user is restricted to Agricultural Research Service Acct Nbrs.

Available Acct Numbers:

4011935103 Default Acct Nbr	4011901888	4011901925
4011935100	4011935102	4011935104

Edit Acct Numbers

Administrative Information

User ID:	jdauschars	CAO ID:	
Institute:	Agricultural Research Service	CAO:	N
Access Level:	Scientist Buyer	ADB ID:	
Certified On System:	Y	Shopper Administrator:	None

Create a New User

You can create a new user(s) who will have the ability to send their Shopping Carts to you.

1. Click the [Create a New User] button. The following page appears.

2. Assign the Shopper a member name in the UserID text box. The convention for assigning user IDs is the first initial and last name in lower case letters. For example, Jane Doe would be assigned a UserID of jdoe. If you get an error message saying that the Userid is already taken, put the last name first followed by the first initial.

3. Create any additional information. They should have the same institute as you, be assigned an access level of "Scientist Shopper", be "certified on the system", and have you as their administrator. All other fields are optional and should only be filled in if applicable. **Do not** fill in the ADBid or the CAO ADBid.

4. Assign a Password for the new Shopper and confirm the new Password to give the Shopper access to the IntraMall. After the initial Log In, the Shopper may change his/her Password.

5. Click the [Continue] button.

6. Type in the appropriate information onto the form and select the ship-to address from the drop-down list. If you cannot find the desired building address on the drop-down contact IntraMalls at 1-888-644-6255 so that we can add it to our database and notify our vendors of the new address.

7. Click the [Continue] button.

8. Assign the Shopper's available Account Numbers. This procedure is the same as that used in your own profile above (refer to Table of Contents...Advanced Options...Manage Your

Profile...Establish Your Account Numbers). *You must first make sure that any Account Numbers you wish to assign to your shoppers are first in your own profile.*

9. After adding Account Numbers click the [Update] button and then the [Save Changes and Return to User Edit] button. Inform the Shopper of the assigned Member Name and Password. Now he/she is ready to log on and create a shopping cart to send to you.

Reassign Your Shoppers

If you go on vacation, etc. you can assign your shoppers to another cardholder until you return.

From main page click "Manage My Shoppers" and Click on the [Reassign Shoppers] button

If you are uncertain to whom to assign a particular Shopper, or you would like to give all cardholders in your institute the opportunity to acquire one of your Shoppers, then you can assign them to the "Shopper Acquisition Pool" where they will reside until acquired by a different cardholder.

Acquire Shoppers

To acquire a new shopper from the "Shopper Acquisition Pool," go to the main page and click on "Manage your shoppers" and click on [Acquire New Shoppers]

THE SHOPPING TRIP OVERVIEW

This section is designed to give you an overview of the shopping process on the IntraMall. For more detailed information on any particular aspect of shopping in the IntraMall, go to the Table of Contents to access the appropriate section within this manual.

A typical shopping trip at the IntraMall will follow this pattern:

- ❑ **Placing item(s) in your Shopping Cart**
- ❑ **Purchasing the item(s) in your Shopping Cart**
- ❑ **Checking the Order Status**

Placing item(s) in your Shopping Cart

You can begin placing item(s) into your Shopping Cart using one of five different methods: Rapid Order Entry, Searches, Shopping Lists, converting a Price Quote into an order, or Reordering a previous order.

➢ **Rapid Order Entry** Quick entry by CATALOG number This feature is used for quickly filling your Shopping Cart with multiple items when the vendor and catalog numbers are already known.

➢ **Search** --Vendor Catalog --Vendor Alphabetically --Category --Advanced
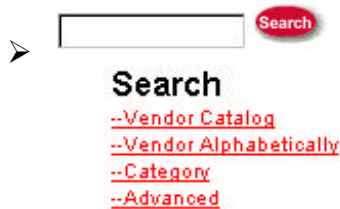
Searches – there are four different kinds of searches used to locate a product to place in your Shopping Cart. A keyword "Search" can be run from the top of any page. You can search by categories within a single vendor's catalog or across all vendors' catalogs. You can also search by our "Advanced Search".

➢ **Shopping Lists** --Personal List --CAN/Acct Nbr List

Shopping Lists – this feature allows you to keep a list of frequently ordered items that can easily be added to your shopping cart without additional searching.

➢ <u>Converting Price Quotes to Orders</u> - after receiving a price quote back from a vendor you can click a button to turn that quote into an order without having to re-type the items. The items are automatically added to your shopping cart where you can modify quantities, etc.

➢ <u>Creating a New Order from a Previous Order</u> - If you repeatedly order the same order you can open a previous version of that order and click a button to reorder it. The items are automatically added to your shopping cart where you can modify quantities, etc.

Purchasing the item(s) in your Shopping Cart

Shopping Carts
--Personal Cart
0 items are in your shopping cart
--Approve Shoppers Carts
1 cart awaiting approval

Your shopping cart will consist of line item details for each product you placed into it. At this point, you will need to set a quantity for the item you want to purchase and provide other information necessary for an order. Clicking a "checkout" button creates separate orders for each of the vendors' products in the shopping cart.

If you are a "shopper", you can click a button to submit the cart to your buyer for purchase.

Checking the Order Status

Order Processing
--Order Log

Both buyers and shoppers may routinely check the status of an order through the IntraMall by clicking on the Order Log link in either the Navigation Bar or on the Main Page.

There are several criteria to select the way to display orders. The resulting Order Detail Page displays all the order information including status of each line item, status of the entire order, and a detailed accounting of each transaction the vendor has made on the order.

Leaving the IntraMall

When you have completed your shopping trip, or any time you wish to leave the IntraMall or your workstation, you should log off. To log off, click the Logoff link on the Navigation Bar or the Main Page. This is an important part of your security in the IntraMall. Note that you will automatically be logged out of the IntraMall if your session has been idle for more than 90 minutes.

PLACING AN ORDER

To place an order on the ARS IntraMall, the buyer must fill a "Shopping Cart" with products using Rapid Order Entry and/or several individual product search methods. Completed Price Quotes returned from a vendor can be added to the shopping cart as well as items from a previous order. *All these methods allow you to place products in your Shopping Cart where you may create your final order(s)*.

Rapid Order Entry
Use Rapid Order Entry to quickly fill your Shopping Cart when you already know the vendor and catalog numbers of the products you wish to purchase.

Rapid Order Entry
Quick entry by catalog number

1.

From the Main Page, click on the "Rapid Order Entry" link.

1. Select vendor from drop-down list.

Select Vendor: 20/20 GeneSystems, Inc.

Catalog #*	Quantity*	Size

2. Type catalog no. and quantity

5. If more lines are needed click "No". If finished, click "Yes"

3. Modify Ship - to info

Requester:	Building:	Room No.:	Office Phone:
John K. Dausch	31	9B5	888-644-6255

4. Type any special quote # and enter Acc't #

Special Quote Number:	Acct Nbr:	Last Item?
	8428137	Yes No

"*" - Indicates a mandatory field.

1. Review the Requester (Ship-to) fields to ensure the information is correct. Although these fields are automatically filled based on your User Profile information, you can edit them now if you want the order sent to a different person or address. The IntraMall fills in the rest of the address based on building.

2. If you need to enter additional items for this Vendor, click on the "NO" button under the "LAST ITEM?" header.

Last Item?
No Yes

a) Another page of empty order fields will appear.

b) Continue to enter your items.

3. When you are finished entering all your items, click the "Yes" button. This will take you to your Shopping Cart screen.

4. When a partial Catalog Number containing at least 4 leading digits is entered in **Rapid Order Entry**, up to 8 choices are returned for the user to select from. See below.

a. Enter Partial Catalog Number

b. Matches are returned

Catalog no. you typed

Click to select desired items

c. Selected items go directly to Shopping Cart

Contingent Items on Rapid Order Entry

A Contingent Item is an item that is ordered from an IntraMall vendor, but is not an item listed in the Vendor's IntraMall catalog.

1. If you enter an item(s) into RAPID ORDER ENTRY and the catalog number is not recognized by the IntraMall, you will need to fill in additional information. In this example the contingent item is catalog #X11.

2. If you do not know the exact price, you may estimate the price. However, the vendor can only fill the order if the estimated price is within **10%** less than the actual price of the item.

   If the actual price is **greater than 10%** of the estimated price, the item cannot not be filled. The vendor will return to you the actual price in the comments section of the Order Detail page. You can then create a comment to tell the vendor to either cancel the item or give your approval to ship it at the higher price. If you OK the higher price, click on "Contact us" in the navigation bar at the top of the page and email us the vendor name, order number, catalog number and the new price you have approved. We will then change the price on the item so the vendor can complete the order.

3. Type in the Object Class (OC) Code in the text box. For the OC Code, refer to our list of the Most Commonly Used Object Class Codes located near the end of the manual.

4. Click "YES" under the "Last Item?" field to add the item to your Shopping Cart.

Product Searches

The various individual product searches are used when the buyer needs to locate a specific product or compare similar products from different IntraMall vendors. Each of the following searches will enable you to add products to your shopping cart.

Keyword Search

From the Navigation Bar located at the top of every page, enter the key word(s) you wish to find into the SEARCH text box at the top left hand side of the page. The following fields are searched: Catalog Number, Product Name, Description, Manufacturer, and Manufacturer Number.

Click on the "Search" button. A list of all IntraMall products with those key words will appear. **See the Search Results section**

Advanced Search

This search method allows you to narrow or expand your search by several filtering criteria.
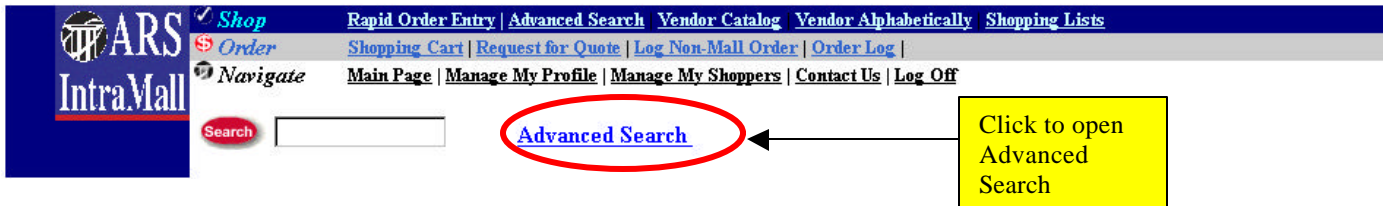
2. Click on the "**Advanced Search Tips**" link for helpful hints on matching the words you type for the search.

Advance Search Tips:		
Match Type:	**Explanation:**	**Example:**
All of these words	All words must be in the field(s) being searched but may be in any order	ex: "**test tubes**" could find "**test** kit including **tubes**"
Any of these words	At least one of the words must be in the field(s) being searched	ex: "**test tubes**" could find "**test** kits" ...and also... "surgical **tubes**"
Exact Phrase	The Exact Phrase must exist in the field(s) being searched	ex: "**test tubes**" would only find "13MM-25MM **TEST TUBE** CLIP, SHAKING BATHS"

Close

3. You can choose to search in a single field or across a combination of fields in the Advanced Search. Several of the drop-down fields add additional flexibility to your search. Except for the vendor field the defaults in these drop-downs were chosen because they are the most frequently used.

In...	Find...	Matching...
Product Name:		All of these words ▾
	☐ Search the Product Name **AND** description - *to find more items!*	
Catalog Number:		
Manufacturer Name:		All of these words ▾
Manufacturer Number:		
Price Range:	Minimum: 0.01 Maximum: 9999999.00	
For:	All Vendors ▾	
Sorted By:	Product Name ▾	
Include:	All Items ▾	
	Start Search	

Sort by one of the following:
Product Name
Category
Supplier

Select one of the following:
All items
New Items only
Featured Items only
Hot Stock Items Only
Mandatory Source Only

4. If you wish to search by product name, type the name in the "Find" field next to "Product Name". Clicking to check the box underneath this field will also search the description field for the typed term.

5. Typing the catalog number in the "Find" field next to "Catalog Number:" will return a list of all products in the IntraMall with that catalog number. Selecting a specific vendor from the drop-down list will further narrow that search.

6. Typing the Manufacturer name in the appropriate field is best searched if you combine it with entries from other fields such as manufacturer number, product name, vendor, etc.

7. Non-alphanumeric characters such as hyphens, periods, and spaces are ignored in the catalog number and manufacturer number fields.

8. You may also find it helpful to limit the search to only those products in your desired price range by entering the minimum and /or maximum price in the "Price Range:" fields.

9. When you have defined all the criteria for your Advanced Product Search, click the Start Search button to begin.

10. A list of all those products resulting from your search will appear. **See Search Results List section**

Vendor Catalog Searches

There are two links located on the main menu that allow you to locate products by categories from a specific IntraMall Vendor Catalog. Clicking on the "Vendor Alphabetically" link lists the vendors as links alphabetically. Clicking on the "Vendor by Type" link lists the vendors as links by the type of products that they sell. Some vendors are listed under multiple types of products. *A red SB indicates that the vendor has a small business designation.*

1. Click on the desired link under the "Search" header on the Main Page.

    For the "**Vendor Alphabetically**" link, the following appears:
    ### Alphabetical List of Vendors

    0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

    0 - 9
    20/20 GeneSystems, Inc.

    A
    A. Daigger
    A.G. Scientific, Inc.
    AAAA-RAL Diag Stains and Reag Corp
    Access Products Inc.
    Accurate Chemical & Scientific Corp
    Advanced Biotechnologies Inc. (ABI)
    ALC
    All in One Data Products, Inc.
    Allcomm Inc Computer Hardware/Suppl SB
    Alpha Technics

    D
    Daly Computers Inc.
    Delta Biolabs, LLC
    Dojindo Molecular Technologies
    Dot Scientific, Inc.

    E
    Edge BioSystems, Inc.
    Emerald Biostructures
    Engineering Systems Solutions
    Enzyme Systems Products
    EPICENTRE®
    Exalpha SB

    N
    New England Biolabs, Inc SB
    NIH Stock Room(View Only) SB
    Norseman Computer Systems
    Novabiochem/EMD Biosciences, Inc.
    Novagen, Inc/EMD Biosciences, Inc.

    O
    O'Neill Computer Products
    Office Depot
    Officelink
    Oncogene Res Pr/EMD Biosciences,Inc
    Opivotal
    OriGene Technologies, Inc.

    > Click on a vendor's name to open their catalog

    b. For the "**Vendor Type**" link, the following appears:

    ### Vendor Catalog

Lab Supplies & Chemicals	Drugs, Biologicals & Reagents	Office Products, Services & Publications
Medical, Surgical & Dental Supplies	Lab Equipment & Services	Computers & Software

    Lab Supplies & Chemicals
    A. Daigger
    AAAA-RAL Diag Stains and Reag Corp
    Accurate Chemical & Scientific Corp
    Advanced Biotechnologies Inc. (ABI)
    American Histolabs, Inc
    Amersham Biosciences
    AnaSpec Inc.
    BioCold Scientific
    BioVision

    Drugs, Biologicals & Reagents
    A. Daigger
    Accurate Chemical & Scientific Corp
    Advanced Biotechnologies Inc. (ABI)
    American Histolabs, Inc
    Amersham Biosciences
    AnaSpec Inc.
    BioVision
    Biofluids Div. of BioSource Intl.
    Biosource International

    Office Products, Services & Publications
    A. Daigger
    Allcomm Inc Computer Hardware/Suppl SB
    American Laser, Inc.
    Boise Cascade Office Products
    Bulbtronics, Inc.
    GSS-Dist for major mfgs,fisher,vwr
    GovConnection SB

    > Click on a vendor's name to open their catalog

2. To browse through a particular vendor's catalog, click on the vendor's link from either list.

    ## IntraMalls

    Vendor Information
    Engineering and Research and Technology Based Services

    Business Type:
    Small Business

    Orders Contact: Kara Hobbs or John Dausch
    info@intramalls.com, 1-989-644-6255

    The company's "Storefront" consisting of the categories of products offered for sale and contact information will be displayed. Also displayed are promotions, policies and other vendor specific information.

Vendor Information: You may click on either the vendor information link or the vendor's logo to get more company information. This link also appears in each product's Product Description page.

Product Category Selection:

1. Select a product category link from the category 1.

2. Clicking on a link from the category 1 list will bring up a list of product sub-categories in the category 2 section. For example, if you select "Chemicals" in category 1, category 2 would contain selections like "Biochemicals", "Organics", and "Inorganics". However, if you had selected "Information Technology" in category1, category2 would contain selections like "Computer Equipment", "Printers", and "Software."

Vendor	Category 1	Category 2
IntraMalls LLC	Engineering and Research and Technology Based Services	Computer services

3. Click on a category 2 link. A list of options appears under Category 3. Clicking on a link from category 3 will bring up a **"Search Results List" (see below)** with a list of all the products from this category.

Vendor	Category 1	Category 2	Category 3
IntraMalls LLC	Engineering and Research and Technology Based Services	Computer services	Application service providers

Category Search

This search allows you to search for products by category *across all vendors*.

1. Click on the "Category" link under the "Search" section in the Main Menu.

2. Like the Vendor Catalog searches, clicking on the desired category will bring up a subset of categories. Clicking on one of those categories brings up a third set of categories. When you click on a category 3, a **Search Results List (below)** will appear listing all the products that fit the selected categories.

Search by Category

Category 1	Category 2	Category 3
Computer Equipment, Peripherals, Parts & Supplies	Copier, Fax, Printer Supplies	Inkjet Cartridges Supplies Toner Cartridges

Search Results List

This page lists all the products in the IntraMall that match your Advanced Product Search criteria.

1. If your search results in multiple pages, click on the page number at the bottom to page through results.

2. Click on a catalog number link to go to the Product Description Page for more product and pricing information and to put the item into your shopping cart. **See Product Description Page section (below)**

3. If the item has a "Link to item at vendor site", clicking on that link will take you to a page on the vendor's web site where there is more detail about the product

Product Description Page

This page provides you with detailed product and pricing information. It allows you to view all the information on a single product and to add the product to your shopping cart.

Product/Service: GLOVES, LATEX EXAM, SIZE LARGE

Description 🔍 **More Info.** | 👓 **View Photo** | 🔵 **Vendor Info.**

Natural Rubber Latex; Ambidextrous/Non-sterile; Cuff; Beaded; Length: 245 millimeters/9.5"; Packaging: 100 gloves per box; 10 boxes per case; Finish: Textured Thickness: (mm) ± 0.01: Cuff 0.12; Palm 0.17; Finger 0.20; Tensile Strength: Before Aging (min.) 24 MPa; After Aging (min.) 18 MPa Elasticity/Elongation. Before Aging (min.) 750% After Aging (min.) 500% AQL: 1.5; 100% air tested for pinholes and defects; Complies to FDA Biocompatibility Guidance for Medical Devices; less than 50 micrograms of total water extractable protein per gram of latex (lowest allowable claim based on Modified Lowry Assay); 51OK/Approved for medical use.

Vendor	Catalog Number	Mfr. Name	Mfr. Number	Features
Bosma Industries for the Blind	71-7203	High Five Products	L903	**M** Mandatory Source 🟢 **H** HotStock 🔴 **F** Featured 🔵

Select Item	Price Volume	Capacity Volume	Cost Type	Unit Price	Price Type	List Price	Discount %
○	1-34		cs	$60.77	GSA	$59.00	-3%
○	35+		cs	$58.71	GSA	$59.00	0%

Options
☑ Add Selected Item to the Shopping Cart
☐ Add Selected Item to Your Personal Shopping List with Comments
☐ Add Selected Item to Acct Nbr Shopping List [4011935103 ▼] with Comments
Comments: [_____]
[Add Selected Item]

Application: for medical examination

Product Information:

1. Click the 🔍 **More Info.** button to access any additional product information. This information may include:
   a. An **Application Section** that provides information on the possible uses of, and need for, the product. Applications are those suggested by the vendor and may vary.
   b. An **Additional Information Section** that provides detailed information that was not included in the description at the top of the page. This could be a special feature of the product, or a unique customized feature that no other vendor carries.
   c. An **Other Resources Section** that provides links to the vendor website or to charts, graphs, and other graphical or textual information available for the product.

2. Click the 👓 **View Photo** button to access a product photo.

3. Click the 🔵 **Vendor Info.** button to access information about the vendor that may include pricing and shipping policies, contact information, and company description.

Pricing Information: An itemization of the product by price volume, cost type, and capacity/volume is displayed along with the Unit Price and List Price.

Click desired item

Select Item	Price Volume	Capacity Volume	Cost Type	Unit Price	Price Type	List Price	Discount %
○	1-5		each	$135.00	OPEN MKT	$135.00	0%
○	5+		each	$108.00	OPEN MKT	$108.00	0%

Options: At the bottom of the page, you have the option of adding the product to the following:

1. Click desired boxes and add any comments.

Options
☑ Add Selected Item to the Shopping Cart
☐ Add Selected Item to Your Personal Shopping List with Comments
☐ Add Selected Item to Acct Nbr Shopping List 4011935103 ▾ with Comments
Comments: [   ]
[Add Selected Item]

2. Click to add item to the selected locations.

If you added product(s) to your Shopping Cart, click on the Shopping Cart link in the Navigation Bar at the top of the page. This will take you to the Shopping Cart screen.

THE SHOPPING CART

The Shopping Cart screen is the final step in placing an IntraMall order. You can modify all order information such as a shipping address, Account Numbers, quantities desired, and shipping methods. The IntraMall will automatically separate all products into Vendor-specific orders and assign each an Order Number.

Your Personal Shopping Cart

Add a note to the vendor

Your Shopping Cart: Set a quantity and add instructions for handling.

Qty.	Vendor	General Product Info.	Unit Price	Total Price	Other Details
2	Invitrogen Corporation	Catalog Number: P410-50 Product Name: Electroporation Cuvettes - 0.1 cm (White) Note to Vendor: Quote #123	$98.62	$98.62	Price Volume: 1+ Price Type: GSA List Price: $134.00 Cost Type: each Capacity/Vol.: 50 Discount: 26%
2	Dot Scientific, Inc.	Catalog Number: 1234 Product Name: test product Note to Vendor: Quote#456	$20.00	$40.00	Price Volume: 2 Price Type: Contingent List Price: Cost Type: Capacity/Vol.: Discount: N/A

Total Cost of All Items in this Order: $138.62

Set quantity

Select an Acct Nbr for Each Vendor

Vendor	Acct Nbr	Vendor Total
Dot Scientific, Inc.	4011935103 ▾	$40.00
Invitrogen Corporation	4011901925 ▾	$98.62

Select Account #

After clicking on the [Checkout] button, an "**Order(s) Submitted**" page appears where you will see your Order(s) with assigned Order Number(s), and the expected charge amounts. Your Order(s) is (are) complete and "Ready For Vendor Pickup."

Order(s) Submitted

Selected Card	Vendor	Order Number	Expected Amount
VISA	Lomir Biomedical, Inc.	3036035593	$66.00
Order Status:	Ready for Vendor Pickup		

click to open order details

Selected Card	Vendor	Order Number	Expected Amount
VISA	Dot Scientific, Inc.	3036035594	$84.00
Order Status:	Ready for Vendor Pickup		

Order status

Your Shoppers' Carts

A Shopper's Cart functions in the same manner as your Personal Shopping Cart but it was filled by one of your authorized Shoppers (a non-credit card holder). You will be notified by email and on the Main Page screen (under the "Shopping Cart" header) that a Shopper's Cart is "awaiting approval."

1. To access the Shopper's Cart, click on the Approve Shoppers Carts link under the Shopping Carts header on the Main Page. A note tells you how many carts are awaiting your purchase.

Shopping Carts
--Personal Cart
1 item is in your shopping cart
--Approve Shoppers Carts
1 cart awaiting approval

2. Proceed as if a Personal Shopping Cart but you also have an option to return the shopping cart with a comment instead of purchasing it.

3. **Shoppers View of Shopping Cart:**

Shopper can send comments about the order to buyer and vice-versa

Click to send shopping cart to buyer for purchase

After sending the shopping cart to the buyer the [Submit to Buyer] button changes to: [Retrieve Cart From Buyer] and more items cannot be added to the shopping cart unless this button is clicked or the buyer returns the cart. As soon as the buyer clicks to purchase the cart it is returned to the shopper empty and ready for another order.

ORDER STATUS

After placing an order on the IntraMall, you may track your order via your "Order Log." The "Order Log" allows you to easily locate both summary and detailed information about individual orders.

1. Click on the Order Log link under the Order Processing header on the Main Page.

Order Processing

--Order Log
--Request for Quote
--Log a Non-Mall Order

2. Select the appropriate filters under the "View Order Log" header. Orders can be filtered by Type of Order, Order Date, Order Status, Purchase Card Charged, etc.

View:
All orders
Price Quotes
Non-Mall Orders
Ready for Vendor Pickup
Order Received by Vendor
Filled
Partially Filled/Back Ordered
Canceled

View Order Log

View	With	Sorted by
All Orders	All Vendors	Order Date

Order Date: This Week   From: 02/03/2003   To: 02/05/2003

Order Number:

Display

Order date:
Last 7 days
Today
Yesterday
Current Month
Previous
Month

Sort by:
Order Date
Vendor
Order Number
Requestor
Total
Acc't Number
OC Code
Order Status
Order Type

3. When filters have been selected, click on the Display button.

4. To view a Single Order, type in the Order Number in the Order Number text box at the bottom of the page, and click on the Display button.

The Order Log

Note the following fields on the Order Log:
a. **Requester-** The name of the shopper, requester or ship to of the order.
b. **Total-** Subtotal of line items in order, excluding shipping or special discounts.
c. **Acct Nbr-** Account Number designated for this order
d. **OC Code -** OC Code of items making up the greatest dollar amount of the order.

Order types are:
Mall orders
Non-Mall Orders
Price Quotes

Order Log

Vendor	Order Number	Order Date	Requester	Total	Acct Nbr	OC Code	Order Status	Order Type
Invitrogen Corporation	4056015246	25-FEB-04	John Dausch	110.62	4011935103	2651	Filled View Comments	Mall
Invitrogen Corporation	4056015245	25-FEB-04	John Dausch	3,250.18	4011935103	2651	Filled	Mall
Invitrogen Corporation	4056015247	25-FEB-04	John Dausch	1,000.00	4011935103	2651	Filled	Non-Mall
A. Daigger	4056015248	25-FEB-04	John Dausch	300.00	4011935103	2651	Filled	Non-Mall

Click link to open order details

Click link to open comment

1. The "Order Status" will change to reflect the current status of your Order.

   a. "Ready For Vendor Pickup": the Order is at the Vendor but has not been acted upon.
   b. "Order Received By Vendor": the Order has been picked up by the Vendor but not acted upon.

     c.   "<u>Filled</u>": Order has been filled and shipped.

     d.   "<u>Partially Filled</u>": Only part of the Order has been filled and shipped. (Click on the "Order Number" link on your "Order Log" to see details of what has been shipped.)

     e.   "<u>On Back Order</u>": Product is on back order, vendor will leave details. You can see these details by clicking on the "Order Number" link on your "Order Log."

     f.   "<u>Canceled</u>": the vendor has canceled Order.

     g.   "<u>Complete</u>": This will only be seen when a price quote has been completed and returned by a vendor.

2. Click on the "View Comments" link to read the vendor's comments.

3. Click on the specific Order Number link to get additional order detail information.

   NOTE: You may cancel an Order by clicking on `Delete this Entire Order` , or you may cancel individual items from the order by clicking on `Delete` button to the left of the item. **(This feature is only available if the status is "Ready for Vendor Pickup". Once the order is picked up, only the vendor can cancel it.)**

The Mall Order Detail Screen Prior to Vendor Pick-up

This screen will display the order you selected. The line item order status and any comments made to and from the vendor can be accessed from this screen. (see next Page)

Mall Order

Order Number:	4058015254
Order Date:	27-FEB-04
Requester:	John Dausch
Vendor Name:	Invitrogen Corporation

Order Status:	Ready for Vendor Pickup
Date Last Modified:	
Credit Card:	VISA
Vendor Reference Nbr:	

Order Detail:

	Catalog Number	Product Name	OC Code	Other Details	Quantities			Unit Price	Total Price	Status
					Ordered	Shipped	Balance			
Delete	G100-01	Pichia Protocols Book	319Y	List Price: $90.00 Price Volume: 1+ Price Type: GSA Cost Type: each Capacity/Vol:	1	0	1	66.24	66.24	Awaiting Processing
Delete	P410-50	Electroporation Cuvettes - 0.1 cm (White)	2651	List Price: $134.00 Price Volume: 1+ Price Type: Contingent Cost Type: each Capacity/Vol: 50	1	0	1	98.62	98.62	Awaiting Processing

Clearance: ☐	Sensitive/Acct Property: ☐	Small Business: ☐

Item Total:		$164.86

Purchases above micro-purchase threshold($2,500)

Vendor Name & Quote 1) [ ]
Vendor Name & Quote 2) [ ]
Vendor Name & Quote 3) [ ]

Competitive Process: ☐
NAICS Code: [ ]

Shipping:	$.00
Total:	$164.86

Acct Nbr Charged:
[4011935103 ▼]

[Update Order] [Reorder Items] [Delete this Entire Order] [Return to Reconciliation]

Transaction History:

There are no transactions for this order

Communications:

Date	From	Comment

[Add to Comments] [ ]

Shipping: Vendor Standard Delivery

Ship To:	Bill To:
John Dausch USDA - Agricultural Research Service Areawide Pest Mgt Research **Building: 2 Room#: 204** 2771 F & B Road, Bldg 2 College Station, TX 77845 **Office Phone: 410-584-1039**	John Dausch USDA - Agricultural Research Service 120 Cockeysville Rd **Building: 120 Room#: 204** Hunt Valley, Md 21030 **Office Phone: 888-644-6255**

The Mall Order Detail Screen After Vendor Processing

Status of quantities ordered

Status of Order

Status of Items

Mall Order

Order Number:	4058015254	Order Status:	Back Order
Order Date:	27-FEB-04	Date Last Modified:	27-FEB-04 at 11:37 AM
Requester:	John Dausch	Credit Card:	VISA
Vendor Name:	Invitrogen Corporation	Vendor Reference Nbr:	

Order Detail:

Catalog Number	Product Name	OC Code	Other Details	Quantities			Unit Price	Total Price	Status
				Ordered	Shipped	Balance			
P410-50	Electroporation Cuvettes - 0.1 cm (White)	2651	List Price: $134.00 Price Volume: 1+ Price Type: GSA Cost Type: each Capacity/Vol: 50	1	1	0	98.62	98.62	Filled
G100-01	Pichia Protocols Book	319Y	List Price: $90.00 Price Volume: 1+ Price Type: GSA Cost Type: each Capacity/Vol:	1	0	1	66.24	66.24	Back Order

Clearance: ☐ Sensative/Acct Property: ☐   Small Business ☐   **Item Total: $164.86**

$.00

Purchases above micro-purchase threshold($2,500)

Vendor Name & Quote 1)	
Vendor Name & Quote 2)	
Vendor Name & Quote 3)	

Competitive Process: ☐   **Shipping:**

NAICS Code: **Total: $164.86**

Acct Nbr Charged:
4011935103

Click to add all items to cart

Type date received and click submit.

[Update Order] [Reorder Items] [Delete this Entire Order] [Return to Reconciliation]

Transaction History:

Transaction Number	Included in Shipment			Date Shipped	Date Received	S & H	Total
	Cat.No.	Price	Qty				
111194	P410-50	90.00	1	27-FEB-2004	[submit]	.00	$90.00

Details of each transaction on the order

Communications:

Date	From	Comment
27-FEB-04	Vendor	Item G-100-01 will ship in approximately 1 week.

[Add to Comments]

This is a log of all communications on order. Type a message and click button to add comment.

Shipping: Vendor Standard Delivery

Ship To:	Bill To:
John Dausch USDA - Agricultural Research Service Areawide Pest Mgt Research Building: 2 Room# : 204 2771 F & B Road, Bldg 2 College Station, TX 77845 Office Phone: 410-584-1039	John Dausch USDA - Agricultural Research Service 120 Cockeysville Rd Building: 120 Room# : 204 Hunt Valley, Md 21030 Office Phone: 888-644-6255

The Non-Mall Order Detail Screen

Non-Mall order records can be edited or deleted *by the user*. Therefore the order detail screen looks slightly different from that of a Mall Order. To modify any fields not in the Order Detail section, key in the new information and click the "Update" button.

Transaction History :

When you create a Non-Mall order record, a single corresponding transaction including all the items is automatically created.   Without the direct feedback of the vendor, adjustments to the transaction may need to be made. For instance, the order may be partially shipped (split into 2 or more shipments).

1. Clicking the Delete button in the transaction in question will delete that transaction.

2. To edit a transaction, click edit then modify the Unit Price, Qty, and Shipping so that the Grand Total comes out to equal your credit card charge. The Quantity Balances on the affected line items in the Order Detail Section will be adjusted accordingly. ***Putting a 0 in the Qty field will remove a line item from the transaction***. Click the Update Transaction button to finalize the changes.

3. Click the "Add Transaction" button to create additional transaction(s). ***A new transaction can only be added if there is a balance remaining in the order***. If the transaction is a credit, be sure to change the Transaction Type by selecting the ○ **Credit** option. Set the Unit Price, Qty, and Shipping of those line items you wish to be in the transaction. ***The Grand Total should equal the amount of the credit card charge***. When finished, click Accept Addition You will notice that the Quantity Balance in the Order Detail section will change accordingly.

Select to make a credit transaction

RE-ORDER A PREVIOUS ORDER

This feature allows you to re-order a previous order without having to re-type the items.
1. Open the order you wish to re-order and click on the Reorder Items button.
2. This will put the items into your shopping cart where you will have the flexibility of deleting items or modifying the quantities, ship-to name and address, Acc't. Nbr., shipping method, and note to vendor.

REQUEST A PRICE QUOTE

Both buyers *and* shoppers can use the IntraMall to request a price quotation from an IntraMall vendor. Shoppers request the quote directly from the vendor without first passing it onto the buyer.

1. Click on the Request for Quote link under the Order Processing header on the Main Page.
2.

Order Processing

--Order Log
--Request for Quote
--Log a Non-Mall Order

3. Click on the **Select Vendor** drop down menu located at the top of the screen and highlight the desired vendor and fill in the appropriate fields.
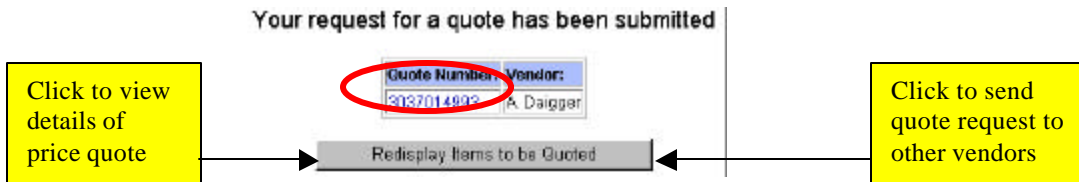
Request for Quote: Select Vendor	20/20 GeneSystems, Inc.		
Catalog #*	Product Name*	Quantity	Size

*Mandatory Fields

Requester	Building	Room No.	Office Phone
John Dausch	120	204	888-644-6255
Comment to Vendor	Acct Nbr		Last Item?
	4011935103		Yes No

"*" – Indicates a mandatory field

4. If you fill the table with 10 items and you need to add more, click on the "No" button under the "Last Items?" header. Otherwise, click "Yes". A quote number will be automatically assigned.

Your request for a quote has been submitted

Quote Number:	Vendor:
3037014892	A. Daigger

Redisplay Items to be Quoted

Click to view details of price quote

Click to send quote request to other vendors

5. You will be notified by email when vendors pick up your price quote and also when they take any action on it.

THE RETURNED PRICE QUOTE
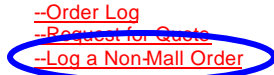

TURN A PRICE QUOTE INTO AN ORDER

1. To turn a price quote into an order, select the item(s) you wish to purchase by clicking in the check box for the item(s) in the selection column. Next select the Acc't. Nbr. and OC code you want to use and click on the ⬚ Order Selected Items ⬚ button.

2. Those items will then go into your shopping cart where the quantity, Acc't. Nbr., ship-to address, and shipping method can be set.

3. Those items you put into your shopping cart will be listed in the communications section of the Price Quote. This is a permanent log.

LOG A NON-MALL ORDER

In order for the IntraMall to track your Acc't. Nbr. budget and provide purchase card balance all orders placed using your purchase card **must** be recorded on your IntraMall Order Log. This logging is done automatically for you when you make a purchase on the IntraMall. However, you must manually log a Non-Mall order for any credit card purchase made outside the IntraMall.

1. Click on the "Log a Non Mall Order" link located under the Order Processing section on the Main Page.

Order Processing

--Order Log

~~--Request for Quote~~

--Log a Non-Mall Order

2. The form for creating a non-Mall order appears.

3. Either fill in the Order Number and Order Date or leave them blank and the IntraMall will assign them.

4. Vendor Name: Check the companies in the drop down menu to see if the vendor is listed. All IntraMall vendors and all vendors you have ordered from in the past 60 days will show on the list. If the vendor is not on the drop down menu, add them by entering the vendor's name in the text box provided. (It is important to type this to match the name on the charge since it will determine the IntraMall's ability to automatically match the order to the charge in reconciliation.)

5. An order confirmation appears after the submit button is clicked.

Your order has been logged

Click to view
details of order

Order Number	Vendor	Order Total
9188010570	staples	$10.00

Continue Logging Orders

Click to
create more
Non-Mall
orders
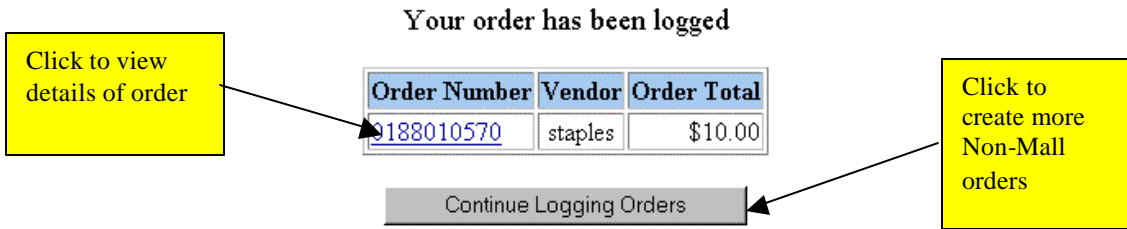
ACCOUNT NUMBER REPORTS

There are two kinds of Account Number Reports available: an Acc't. Nbr. Summary Report and an Acc't. Nbr. Detail Report. In each, the report for the current fiscal year will be displayed. To see the *previous* fiscal year report, select the button next to "Previous Fiscal Year" and click the "Update" button.

1. Click on the **Acc't. Nbr. Summary Report** link under the Reports header on the Main Page.

Reports
-- Acct Nbr Summary Report
-- Acct Nbr Detail Report

2. Your Acc't. Nbrs. will be displayed with the total amount on outstanding orders (Orders not received yet) for each Acc't. Nbr. These amounts are then totaled.

View: Current Fiscal Year ⊙ | Previous Fiscal Year ○   Update

Acct Nbr Summary - Outstanding amounts listed by Acct Nbr

Acct Nbr	Amount Outstanding
4011901888	$130.00
4011901925	$20.00
4011935100	$120.00
4011935103	$1,694.24
	Total: $1,964.24

3. The **Acc't. Nbr. Detail Report** lists all of the orders and the amounts on outstanding orders for each of your Acc't. Nbrs.

View: Current Fiscal Year ⊙ | Previous Fiscal Year ○ Update

Acct Nbr Detail Report - Outstanding amounts listed by Acct Nbr

Acct Nbr	PO Number	Company	Amount
4011901888	4058015257	Invitrogen Corporation	$130.00
4011901925	4056015251	Aaaa-Ral Diag Stains And Reag Corp	$20.00
4011935100	4056015253	Blind Industries And Services Of Md	$120.00
4011935103	4056015247	Invitrogen Corporation	$1,000.00
4011935103	4056015248	A. Daigger	$300.00
4011935103	4056015249	A.G. Scientific, Inc.	$80.00
4011935103	4056015250	Allcomm Inc Computer Hardware/Suppl	$60.00
4011935103	4056015252	Mid-Atlantic Data Systems, Inc.	$20.00
4011935103	4058015254	Invitrogen Corporation	$156.24
4011935103	4058015255	Intramalls Llc	$78.00
			Total: $1,964.24

a. The outstanding orders and their amounts are removed from these two reports when you add the date received to the transaction history of the orders in question.

LOG OFF

Using the Navigation Bar from any page, make sure you end your session by Clicking on the "Log Off" link. For security reasons, never leave your computer logged onto the IntraMall when you are away from it. Always log off the IntraMall. If your IntraMall session is idle for more than 90 minutes you will automatically be logged off.