



VendorNet Dropship Manager Functional Overview

VendorNet is a web-based application that enables you to retrieve, print, ship and invoice our dropship orders via the Internet. In addition to the web forms that allow you to update order status information online, VendorNet offers the ability to download and upload order files to further automate the order/data exchange process. VendorNet is fully EDI compliant and can exchange files via secure FTP or AS2. VendorNet is also designed to accommodate any existing, proprietary file layouts that you may have to minimize any programming and set-up on your end.

Highlights of VendorNet benefits to you include:

- Eliminates the lag time of getting orders to you (as soon as orders are processed in our system – they are immediately available to you on the VendorNet website)
- Provides the facility for you to upload orders directly into your system – saving the time and labor costs of entering them manually
- Eliminates need for fax/telephone order acknowledgements from you
- Reduces errors, call backs, returns, etc.
- Improves overall order fill rate time and improves service to our end customers
- Expands our selling windows, generating more sales to you (especially during holiday or other peak periods).
- Minimizes our calls to you inquiring about the status of orders
- Facilitates faster payments to you
- Eliminates paper invoices and mailing costs
- Provides online order look-up and reporting functions for visibility of your orders and their status at any time

If you have any **technical** questions about VendorNet or the VendorNet set up process, please contact Miranda Byrum @ mbyrum@ganderdirect.com or Erica Petruzzo @ epetrullo@ganderdirect.com. You may also call 252-355-7600.

* See Setup form on next page.

Attachment B

*****Vendor Set-up Check List*****

1. To access your orders via the VendorNet website, you'll need a standard PC with Internet access. Minimum PC requirements include:

- Pentium 150 or higher
- 16 MB memory
- 100 MB disc
- Windows 95 or higher
- Internet Explorer 5.0 or higher
- Microsoft WORD 2000 or higher
- E-mail Account

Please check here, if all minimum requirements are met.

2. The PC needs access to a printer (no special printing requirements needed – it is printing Word documents only). Note: printing capacity will vary based on your daily order volume.

Please check here, if you have the printer in place.

3. Vendor Information:

Company Name	
Main contact name	
Phone number	
Email address	
Cust.Service contact	
Phone number	
Email Address	
Technical contact	
Phone number	
Email address	

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Vendor Number: _____ Buyer Name: _____

VendorNet Type: _____ (WEB, EDI, or 2 Phase)

HI-PRI? _____

Do they require we track inventory _____

Are there any special item considerations: ie serial numbers required, hazardous material
