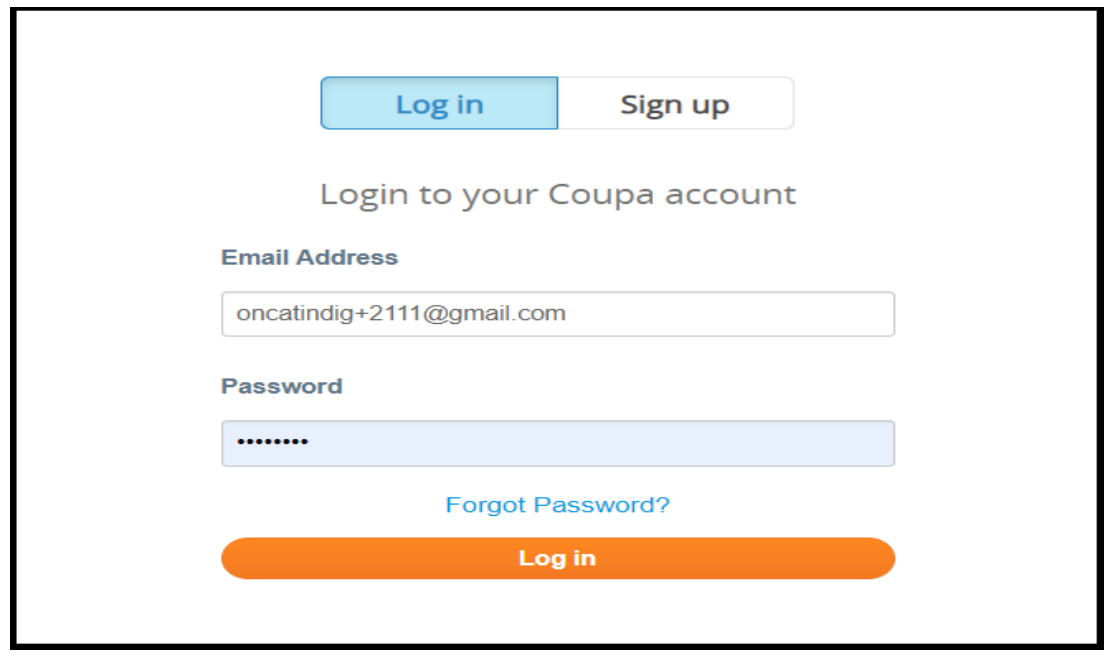
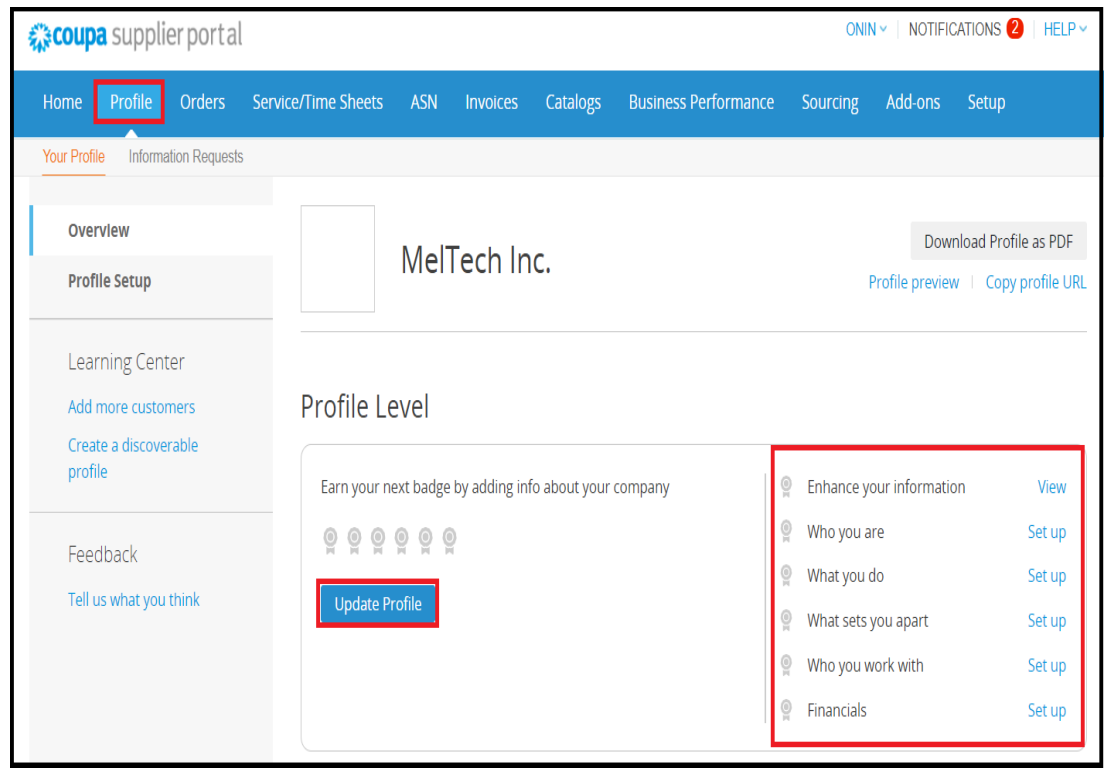
Quick Reference Guide – General Navigation

How to Complete your Profile

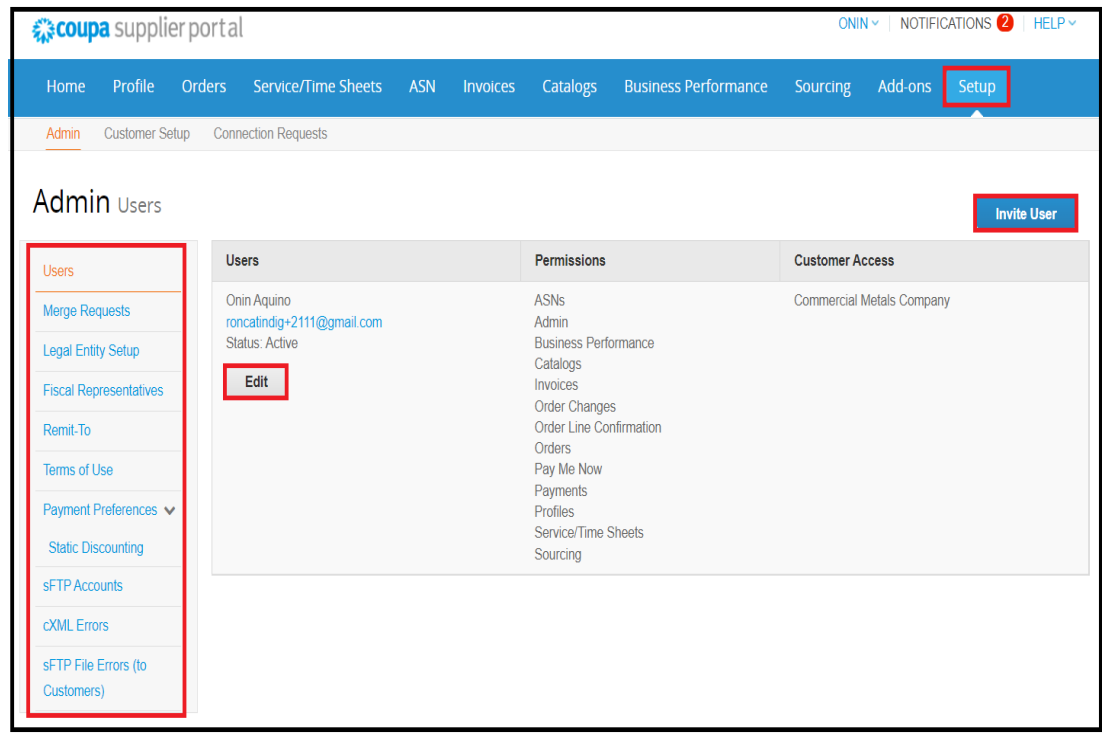
1. To login, type your email address and password.



2. Click on Profile to complete your company's relevant information.



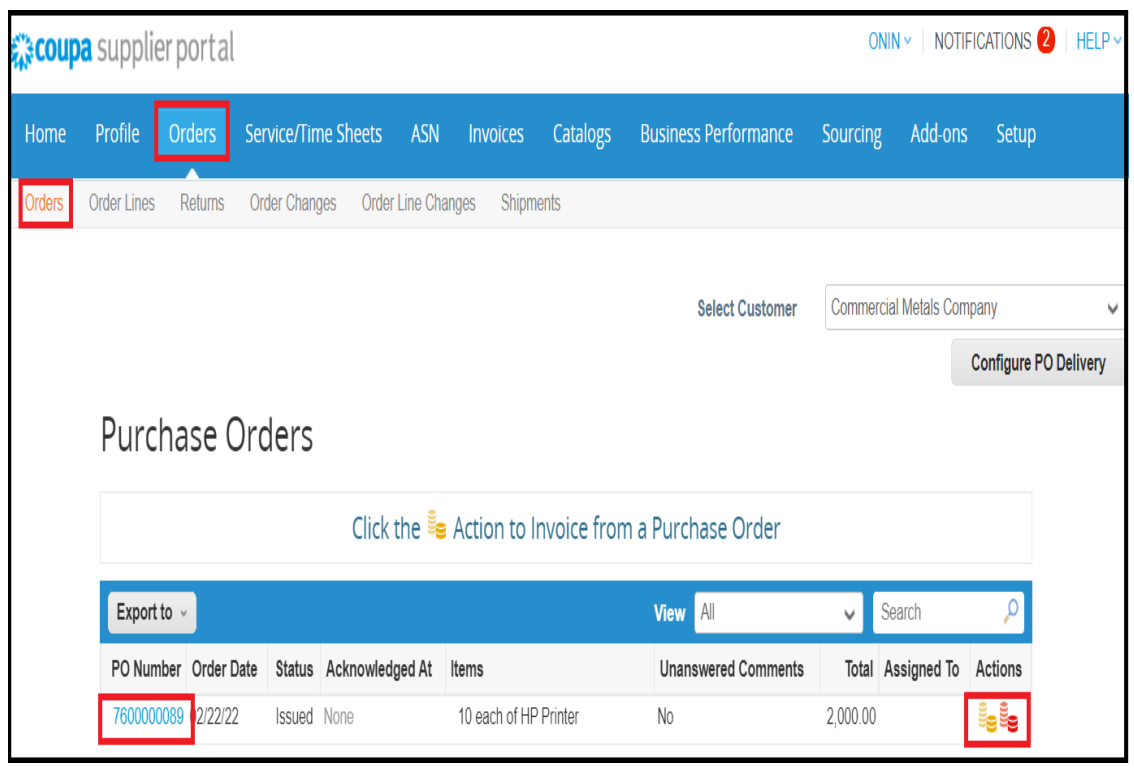
3. To complete your profile, go to Setup tab and fill out the necessary information.



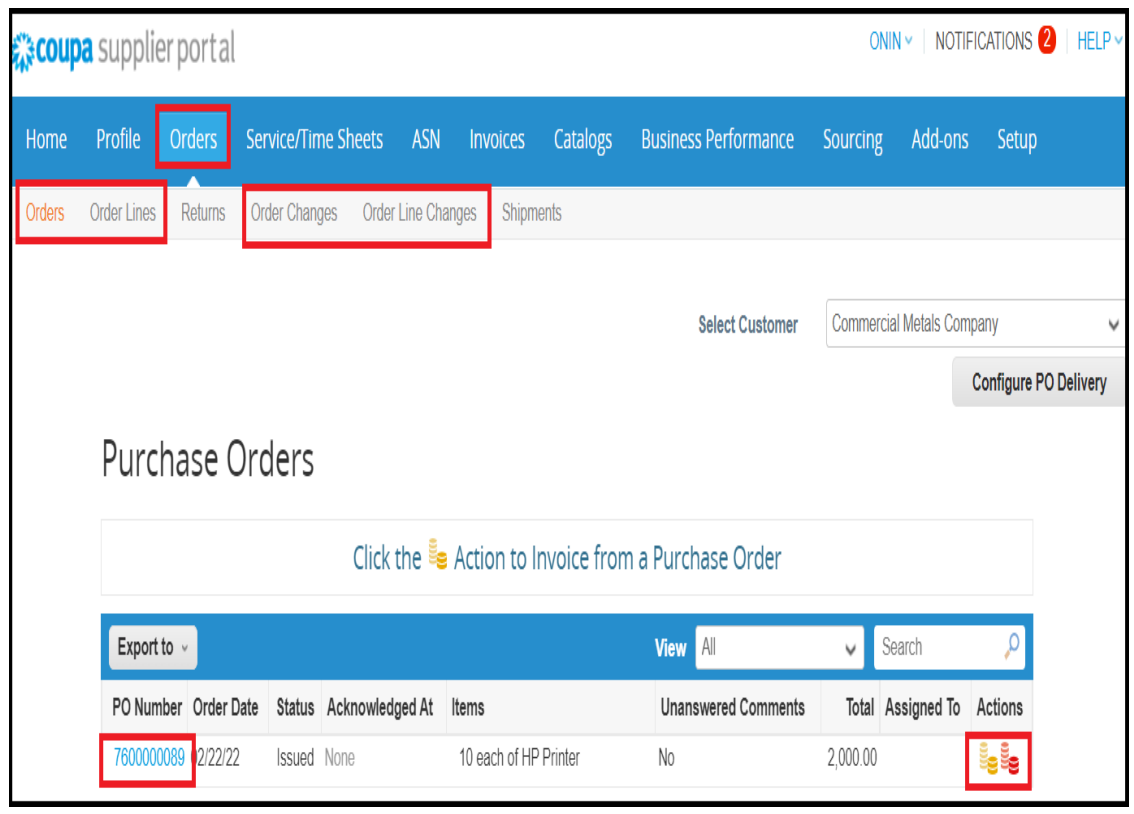
How to Check Purchase Orders

1. Go to Orders tab to see all PO's.

2. Invoice and credit notes can be created against the PO.



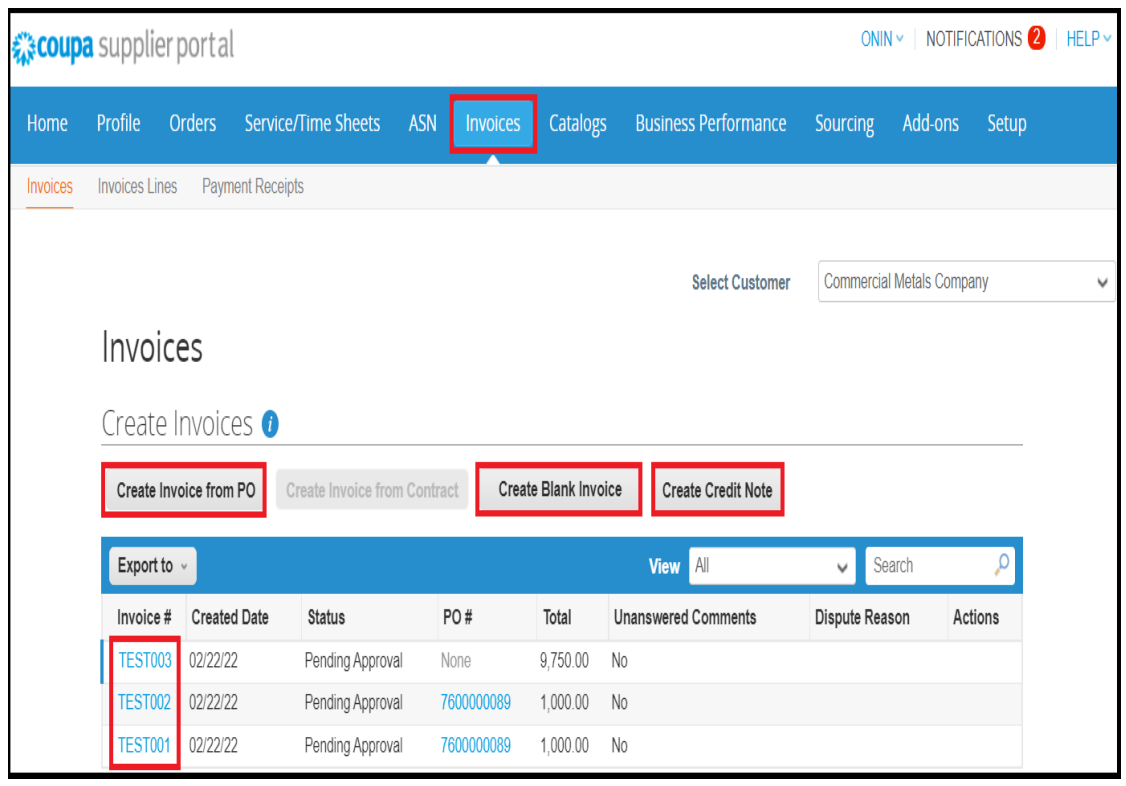
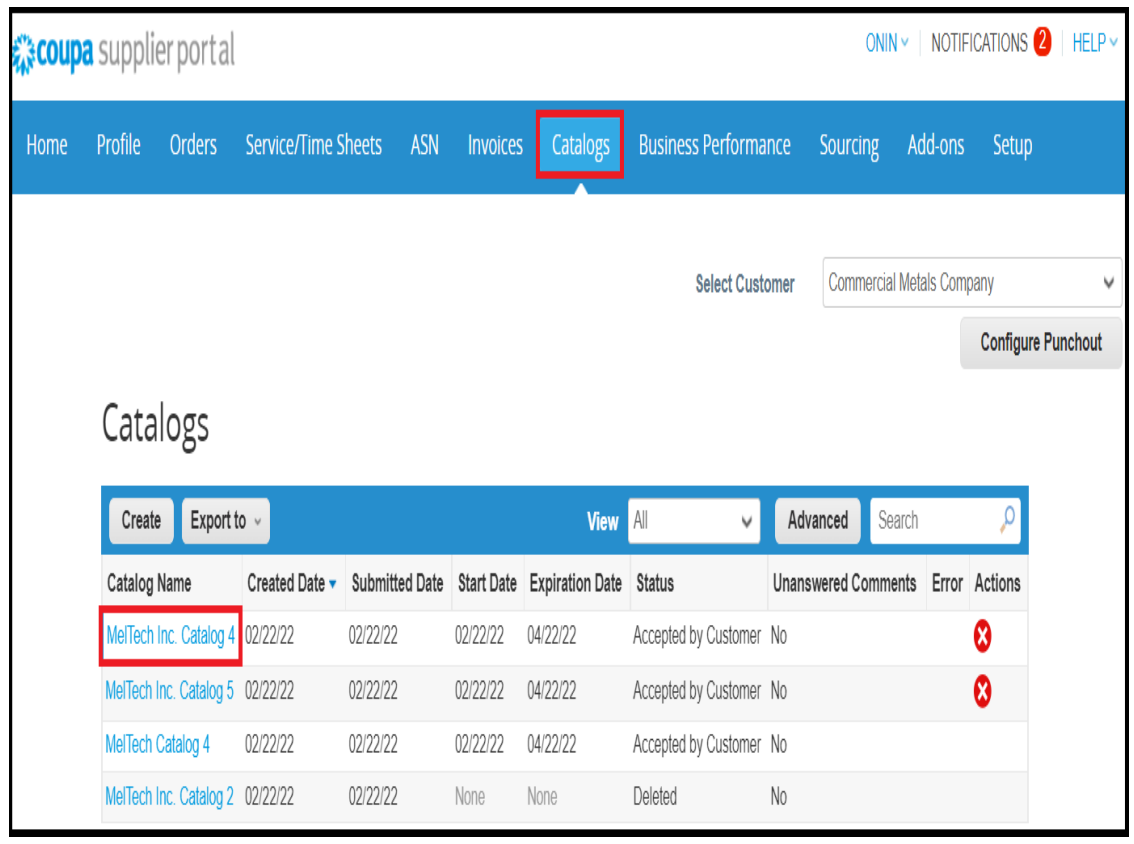
3. Order, Order line, Order Changes and Order Line Changes can be viewed.



How to View Invoices and Catalogs

1. To view all created invoices , go to Invoice tab.

2. Non-PO, PO-backed invoice, and credit note can be created.



3. Hosted catalog can be viewed on Catalog tab.