

**True Value
Vendors Online
Admin Guide**

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Logging into the website and Admin Function

Login to the Vendors Online Website

The screenshot shows the True Value VendorsOnline website. The page title is "VendorsOnline" and the date is "Thursday, October 21, 2010". The navigation bar includes "Home" and "Login". The main content area is divided into three columns:

- Account Login:** Contains fields for "User Name:" and "Password:", a "Login" button, a "Remember Login" checkbox, and a "Forgot Password ?" link.
- True Value Sites:** Lists "TrueValueCompany.com", "TrueValue.com", "TrueValuePaint.com", and "StartRightStartHere.com".
- Vendors Online FAQ's:** Contains three questions:
 - Q1. Can I login to the new Vendors Online website with the "Credit" login.
 - Q2. I received the AP admin login information but my password is not working.
 - Q3. I have my user name but can't remember my password.

At the bottom, there is a "Copyright 2009 by True Value Company" notice and links for "Privacy Statement" and "Terms Of Use".

All User functions are performed through the VOL Admin tab

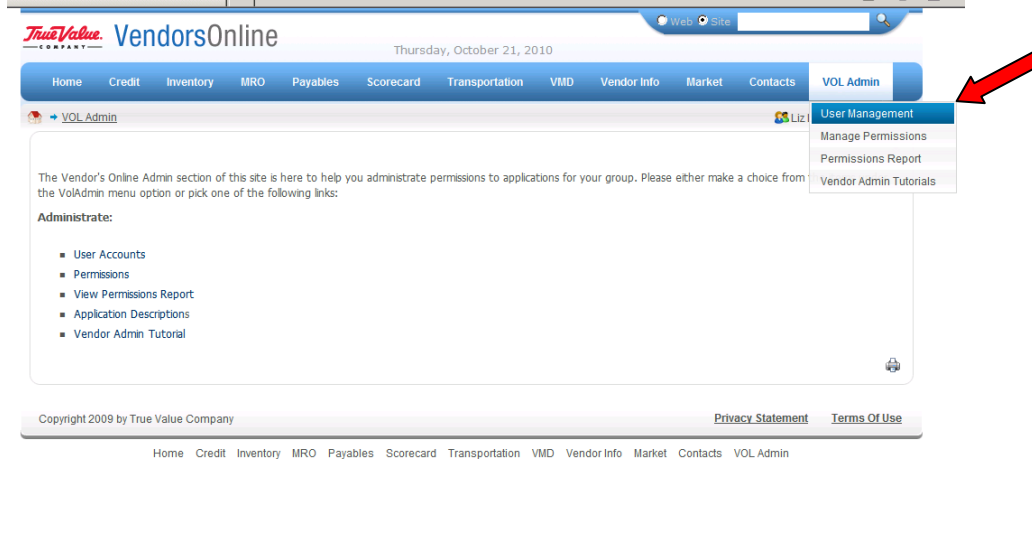
The screenshot shows the True Value VendorsOnline website with the "VOL Admin" tab selected. The navigation bar includes "Home", "Credit", "Inventory", "MRO", "Payables", "Scorecard", "Transportation", "VMD", "Vendor Info", "Market", "Contacts", and "VOL Admin". The main content area is divided into three columns:

- Quick Links:** Lists "Collaborative Tools", "Direct Ship Catalog", "E-Invoice/E-ASN", "Member Order Credit Approval", "Scorecard", "True Value Routing (Schneider)", "Vendor Purchase Orders", "Vendor Remittance", and "VMD".
- Resources:** Lists "Website Tutorial", "V-Links Newsletter", and "Corporate Calendar".
- Website Feedback:** Includes a form for providing feedback and the email "VOL@truevalue.com".
- True Value Supplier News:** Contains three news items:
 - E-Invoicing is Now Available:** Friday, October 15, 2010 - The problems with the e-Invoicing function have been resolved on the new Vendors Online website.
 - Physical Inventory Reminder:** Friday, October 01, 2010 - True Value's Regional Distribution Centers will be performing a physical inventory from October 27 - 31st. In preparation for inventory, the last day for receiving shipments will be Tuesday, October 26. The Regional Distribution Centers will re-open for regular receiving on Monday, November 1. For all vendors with Prepaid freight terms, please notify your carrier of the closing and adjust accordingly. If your product is on a True Value Authorized Carrier, we will be accepting drop trailers however we will not be receiving any purchase orders until Monday, November 1. For all vendors with True Value managed freight, continue to work with Schneider Logistics for the appropriate routing of your freight. If this will negatively impact your on time shipping, please work with your Inventory Planner to determine a suitable resolution. If you have any questions or concerns regarding transportation for True Value, contact 773-695-5138.
 - Zone Pricing Changes:** Monday, August 23, 2010 - In order to support zone pricing, acquisition cost is now captured by RDC.
- Upcoming Events:** "Zone Pricing Chat 10:00 AM" on "Mon, 23 Aug 2010 05:00:00 -0500".
- Vendors Online FAQ's:** Contains three questions:
 - Q1. Can I login to the new Vendors Online website with the "Credit" login.
 - Q2. I received the AP admin login information but my password is not working.
 - Q3. I have my user name but can't remember my password.

The "VOL Admin" tab is expanded, showing a dropdown menu with "User Management", "Manage Permissions", "Permissions Report", and "Vendor Admin Tutorials".

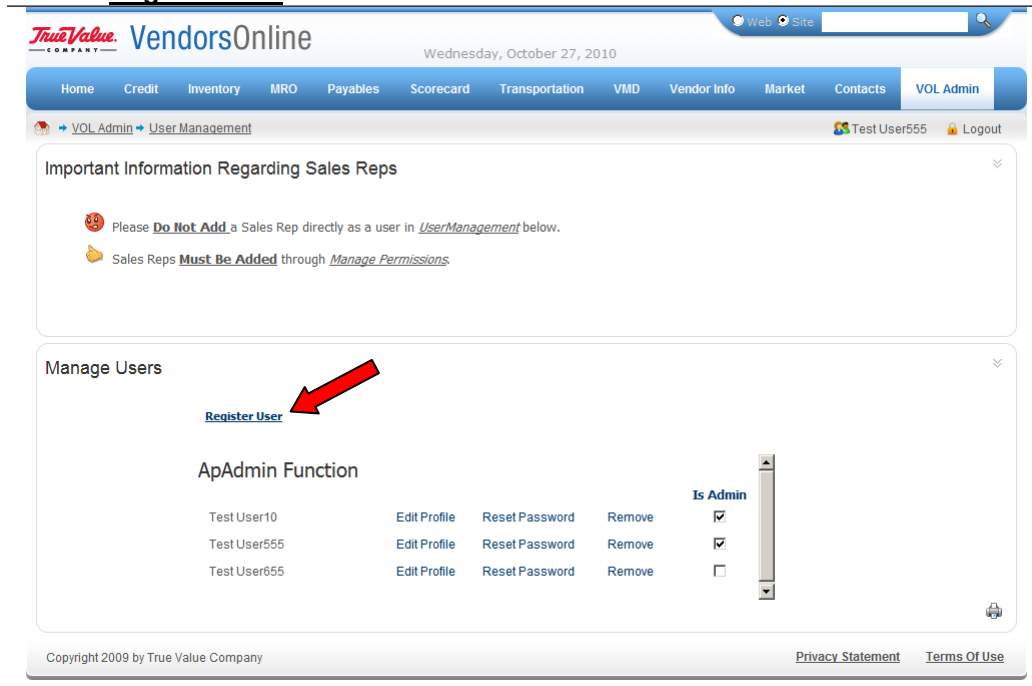
Setting Up a New User

Select User Management



The screenshot shows the True Value VendorsOnline website interface. The top navigation bar includes links for Home, Credit, Inventory, MRO, Payables, Scorecard, Transportation, VMD, Vendor Info, Market, Contacts, and VOL Admin. A red arrow points to the 'VOL Admin' menu, which is open, showing options: User Management, Manage Permissions, Permissions Report, and Vendor Admin Tutorials. The 'User Management' option is highlighted. Below the menu, there is a section titled 'Administrate:' with a list of links: User Accounts, Permissions, View Permissions Report, Application Descriptions, and Vendor Admin Tutorial. The footer contains copyright information for 2009 by True Value Company and links for Privacy Statement and Terms Of Use.

Click on Register User



The screenshot shows the True Value VendorsOnline website interface. The top navigation bar includes links for Home, Credit, Inventory, MRO, Payables, Scorecard, Transportation, VMD, Vendor Info, Market, Contacts, and VOL Admin. The 'VOL Admin' menu is open, showing 'User Management' selected. Below the menu, there is a section titled 'Important Information Regarding Sales Reps' with a warning icon and text: 'Please **Do Not Add** a Sales Rep directly as a user in *UserManagement* below.' and 'Sales Reps **Must Be Added** through *Manage Permissions*'. Below this is the 'Manage Users' section, which contains a 'Register User' link highlighted by a red arrow. The 'Manage Users' section also includes a table with the following data:

ApAdmin Function				Is Admin
Test User10	Edit Profile	Reset Password	Remove	<input checked="" type="checkbox"/>
Test User555	Edit Profile	Reset Password	Remove	<input checked="" type="checkbox"/>
Test User655	Edit Profile	Reset Password	Remove	<input type="checkbox"/>

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Enter the User Information

- If you would like to set up a user as an APAdmin
 - Checking the APAdmin box will allow the user to set up additional user(s) for **any vendor#** within your company and grant the user access to applications (see blue arrow ←)
 - Checking the MSCAdmin box will allow the user to set up additional user(s) for the **selected vendor#** and grant the user access to applications (see green arrow ←)

Click on **Insert** once the information is entered

True Value COMPANY VendorsOnline
Wednesday, October 27, 2010
Home Credit Inventory MRO Payables Scorecard Transportation VMD Vendor Info Market Contacts VOL Admin
VOL Admin → User Management Test User555 Logout

Add User Details
Add New ApUser

UserName: testuser769
Email Address: testuser769@truevalue.com
Password: ●●●●●●
Confirm Password: ●●●●●●
First Name: Test
Last Name: User769
Phone Number: 8885551212
Title: CS
Company: TV Test
ApAdmin
MSCAdmin

MSC# VMD Scorecard Credit E-DS Vendor Market Sales E3 Transportation MSCAdmin
PO Remittances Report
01155 (All)

Insert Clear Cancel

The system should return "user registration successful"

- If the system does not return this message either the user name is already taken or the e-mail address is already in the system.

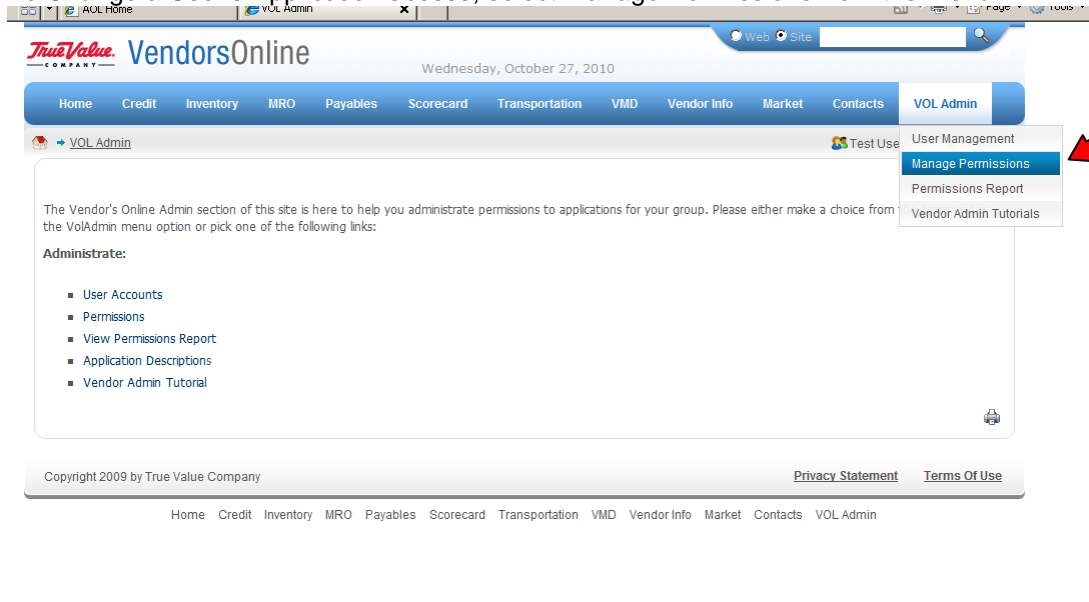
The screenshot shows the True Value VendorsOnline web application interface. The page title is "Add New ApUser" under the "Add User Details" section. A red arrow points to the message "user registration successful." displayed in the center of the form. The form includes input fields for Username, Email Address, Password, Confirm Password, First Name, Last Name, Phone Number, Title, and Company. There is also a checkbox for "ApAdmin" and a "Check Availability" button. Below the form is a table with columns for various user roles and a row for user ID "01155".

MSC#	VMD	Scorecard	Credit	E-PO	DS	Vendor Remittances	Market	Sales Report	E3	Transportation	MscAdmin
01155	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(All) <input type="checkbox"/>

[Insert](#) [Clear](#) [Cancel](#)

Changing a User's Application Access

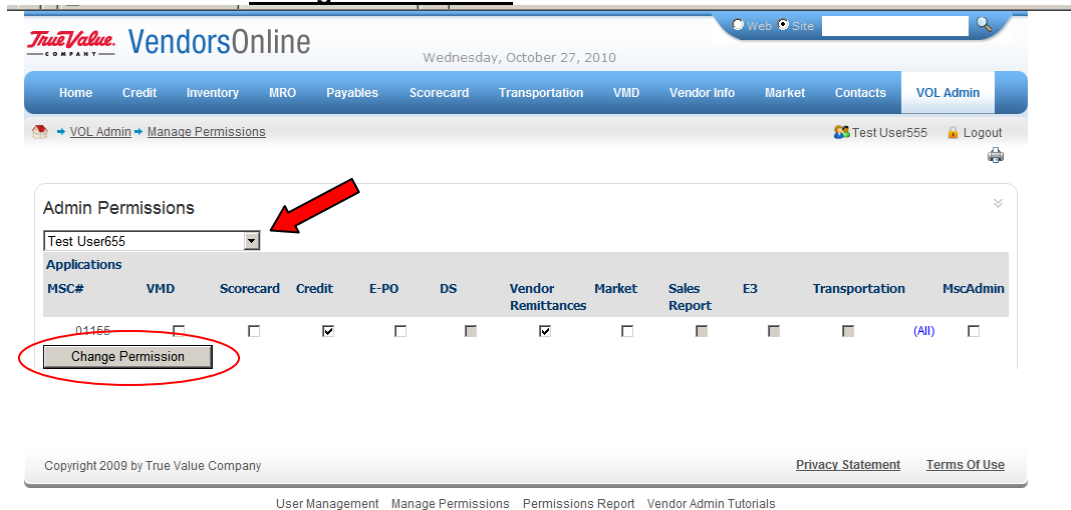
To Change a User's Application access, select Manage Permissions from the menu



The screenshot shows the True Value VendorsOnline interface. The top navigation bar includes Home, Credit, Inventory, MRO, Payables, Scorecard, Transportation, VMD, Vendor Info, Market, Contacts, and VOL Admin. The VOL Admin menu is open, showing options: User Management, Manage Permissions (highlighted with a red arrow), Permissions Report, and Vendor Admin Tutorials. Below the menu, there is a section titled 'Administrate:' with a list of links: User Accounts, Permissions, View Permissions Report, Application Descriptions, and Vendor Admin Tutorial.

Select the user name from the drop down menu

- Select the applications to add or remove by clicking on the box
- Click on the **Change Permissions** button



The screenshot shows the True Value VendorsOnline interface with the 'VOL Admin' menu open to 'Manage Permissions'. The 'Admin Permissions' dropdown menu is open, showing 'Test User655' selected. Below the dropdown is a table of applications with checkboxes for each application. The 'Change Permission' button is circled in red.

MSC#	VMD	Scorecard	Credit	E-PO	DS	Vendor Remittances	Market	Sales Report	E3	Transportation	MscAdmin
01456	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(All) <input type="checkbox"/>

The system should return "Permissions are successfully changed"

True Value COMPANY VendorsOnline

Wednesday, October 27, 2010

Home Credit Inventory MRO Payables Scorecard Transportation VMD Vendor Info Market Contacts VOL Admin

VOL Admin Manage Permissions Test User555 Logout

Admin Permissions

Permissions are successfully changed

Test User555

Applications


MSC#	VMD	Scorecard	Credit	E-PO	DS	Vendor Remittances	Market	Sales Report	E3	Transportation	MscAdmin
01155	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(All) <input type="checkbox"/>

Change Permission

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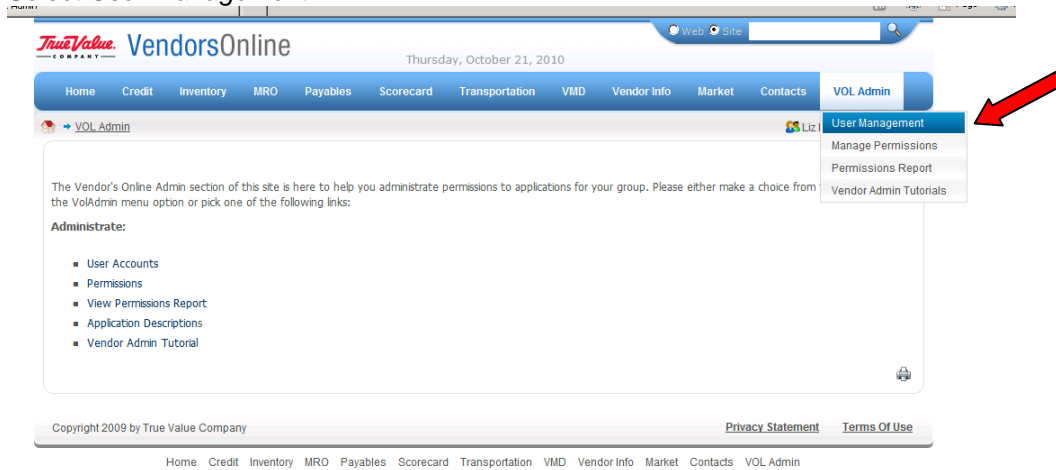
Privacy Statement Terms Of Use

User Management Manage Permissions Permissions Report Vendor Admin Tutorials



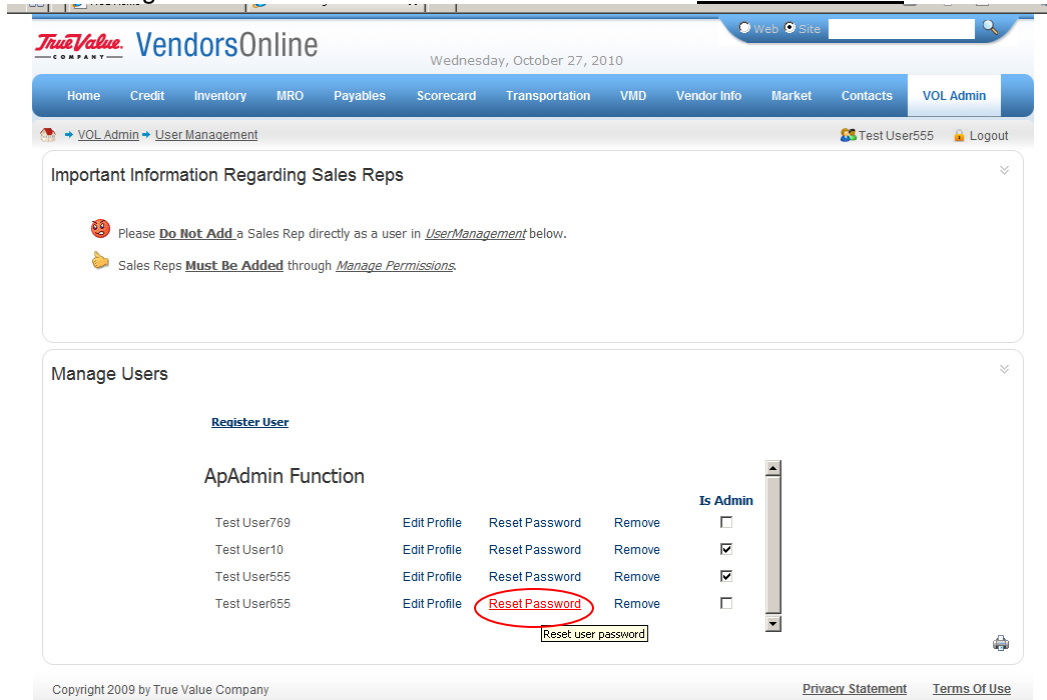
Resetting a Password

Select User Management



The screenshot shows the VendorsOnline website interface. The top navigation bar includes links for Home, Credit, Inventory, MRO, Payables, Scorecard, Transportation, VMD, Vendor Info, Market, Contacts, and VOL Admin. The VOL Admin menu is expanded, showing options for User Management, Manage Permissions, Permissions Report, and Vendor Admin Tutorials. A red arrow points to the User Management option. Below the navigation, the main content area displays the Vendor's Online Admin section, which provides instructions on how to administer permissions and lists administrative tasks such as User Accounts, Permissions, View Permissions Report, Application Descriptions, and Vendor Admin Tutorial.

Scroll through the list of names to find the User and select **Reset Password**



The screenshot shows the VendorsOnline website interface with the User Management page. The page displays important information regarding sales reps and a list of users. The 'Manage Users' section includes a 'Register User' link and a table of users. The 'Reset Password' link for the user 'Test User555' is circled in red. Below the table, there is a 'Reset user password' button.

ApAdmin Function				Is Admin
Test User769	Edit Profile	Reset Password	Remove	<input type="checkbox"/>
Test User10	Edit Profile	Reset Password	Remove	<input checked="" type="checkbox"/>
Test User555	Edit Profile	Reset Password	Remove	<input checked="" type="checkbox"/>
Test User655	Edit Profile	Reset Password	Remove	<input type="checkbox"/>

The system will respond with “Resetting a user's password will email the user with a link where they can choose a new password for their account.”

- Click on the **Reset** Password send the user a link to reset their password
- Click on **Cancel** to cancel the reset

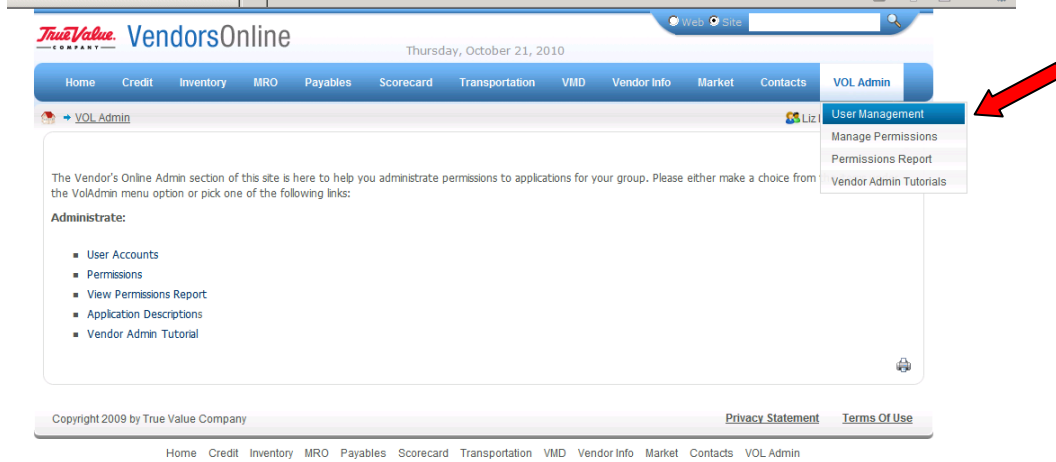
The screenshot shows the True Value VendorsOnline User Management interface. At the top, there is a navigation bar with links for Home, Credit, Inventory, MRO, Payables, Scorecard, Transportation, VMD, Vendor Info, Market, Contacts, and VOL Admin. Below this is a breadcrumb trail: VOL Admin > User Management. The main content area is titled "Important Information Regarding Sales Reps" and contains two messages: "Please **Do Not Add** a Sales Rep directly as a user in *UserManagement* below." and "Sales Reps **Must Be Added** through *Manage Permissions*". Below this is the "Manage Users" section, which includes a "Register User" link and a table of users. A modal dialog box titled "Confirm password Reset" is open, displaying the text: "Resetting a user's password will email the user with a link where they can choose a new password for their account." and two buttons: "Reset Password" and "Cancel".

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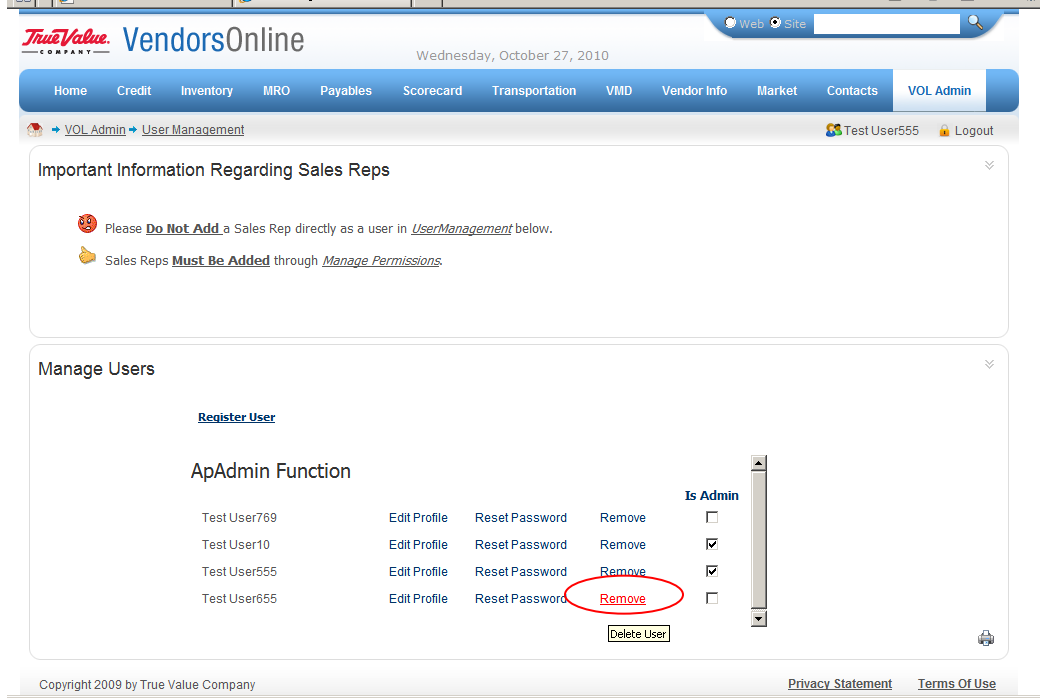
Deleting a User

Select User Management



The screenshot shows the VendorsOnline website interface. The top navigation bar includes links for Home, Credit, Inventory, MRO, Payables, Scorecard, Transportation, VMD, Vendor Info, Market, Contacts, and VOL Admin. The VOL Admin menu is expanded, showing options for User Management, Manage Permissions, Permissions Report, and Vendor Admin Tutorials. A red arrow points to the User Management option. Below the navigation bar, there is a section titled "Administrate:" with a list of links: User Accounts, Permissions, View Permissions Report, Application Descriptions, and Vendor Admin Tutorial. The footer contains copyright information for True Value Company and links for Privacy Statement and Terms Of Use.

Scroll through the list of names to find the User to delete and select **Remove**



The screenshot shows the VendorsOnline website interface. The top navigation bar includes links for Home, Credit, Inventory, MRO, Payables, Scorecard, Transportation, VMD, Vendor Info, Market, Contacts, and VOL Admin. The VOL Admin menu is expanded, showing options for User Management, Manage Permissions, Permissions Report, and Vendor Admin Tutorials. A red arrow points to the User Management option. Below the navigation bar, there is a section titled "Important Information Regarding Sales Reps" with a warning icon and text: "Please **Do Not Add** a Sales Rep directly as a user in *UserManagement* below." and "Sales Reps **Must Be Added** through *Manage Permissions*". Below this is a section titled "Manage Users" with a "Register User" link. Underneath, there is a table with columns for "ApAdmin Function" and "Is Admin". The "Remove" button for the user "Test User555" is circled in red. A "Delete User" button is located below the table. The footer contains copyright information for True Value Company and links for Privacy Statement and Terms Of Use.

ApAdmin Function	Is Admin
Test User769	<input type="checkbox"/>
Test User10	<input checked="" type="checkbox"/>
Test User555	<input checked="" type="checkbox"/>
Test User655	<input type="checkbox"/>

The system will respond with "Are you sure you want to remove user?"

- Click on the **Remove** button to delete the user
- Click on **Cancel** to retain the user

The screenshot shows the True Value VendorsOnline interface. At the top, there is a navigation bar with links: Home, Credit, Inventory, MRO, Payables, Scorecard, Transportation, VMD, Vendor Info, Market, Contacts, and VOL Admin. Below this is a sub-navigation bar with "VOL Admin" and "User Management". The main content area is titled "Manage Users" and contains a table of users. A modal dialog box titled "Confirm Delete" is overlaid on the table, asking "Are you sure you want to remove user?" with "Remove" and "Cancel" buttons. The table lists users with their names, actions (Edit Profile, Reset Password, Remove), and an "Is Admin" checkbox.

Important Information Regarding Sales Reps

Please **Do Not Add** a Sales Rep directly as a user in *UserManagement* below.
Sales Reps **Must Be Added** through *Manage Permissions*.

Manage Users

[Register User](#)

ApAdmin Function

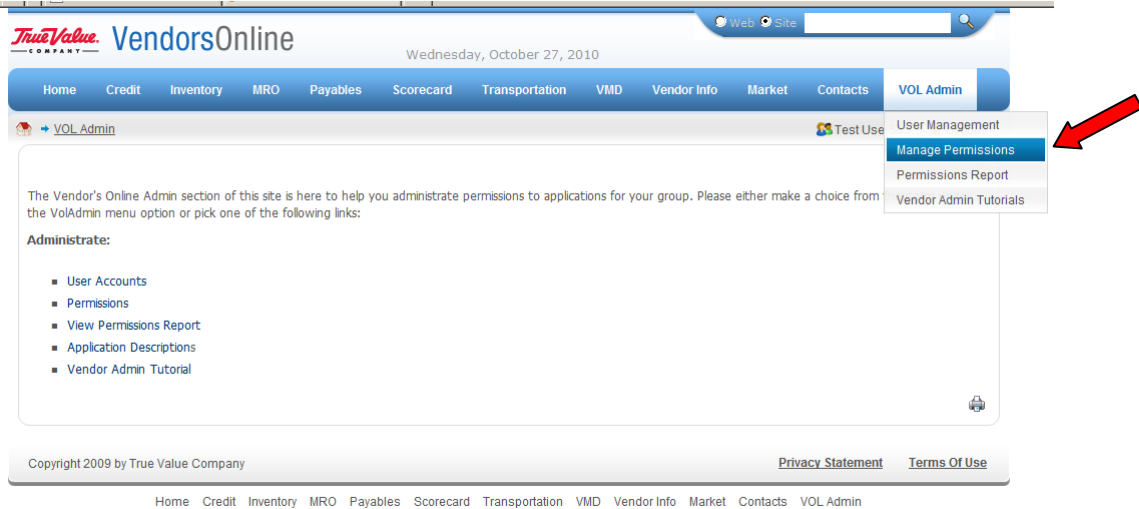
				Is Admin
Test User769	Edit Profile	Reset Password	Remove	<input type="checkbox"/>
Test User10	Edit Profile	Reset Password	Remove	<input checked="" type="checkbox"/>
Test User555	Edit Profile	Reset Password	Remove	<input checked="" type="checkbox"/>
Test User655	Edit Profile	Reset Password	Remove	<input type="checkbox"/>

[Delete User](#)

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Setting Up a Manufacturer's Rep

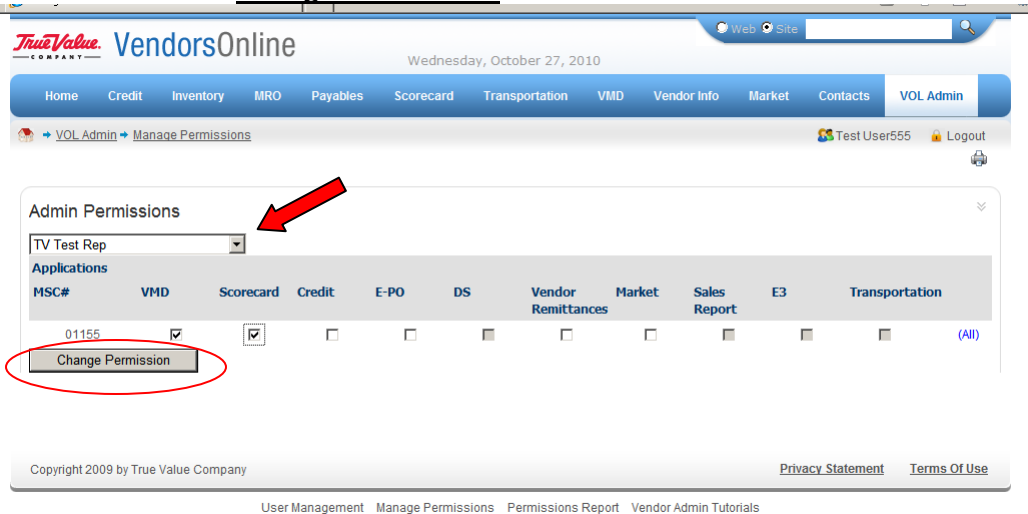
To grant access to a Manufacturer's Rep on behalf of your company, select Manage Permissions from the menu



The screenshot shows the True Value VendorsOnline interface. The top navigation bar includes links for Home, Credit, Inventory, MRO, Payables, Scorecard, Transportation, VMD, Vendor Info, Market, Contacts, and VOL Admin. The VOL Admin menu is open, showing options: User Management, Manage Permissions (highlighted with a red arrow), Permissions Report, and Vendor Admin Tutorials. Below the menu, there is a section titled 'Administrate:' with a list of links: User Accounts, Permissions, View Permissions Report, Application Descriptions, and Vendor Admin Tutorial. The footer contains copyright information and links for Privacy Statement and Terms Of Use.

Select the Manufacturer's Rep Agency name from the drop down menu

- Select the applications to add or remove by clicking on the box
- Click on the **Change Permissions** button



The screenshot shows the True Value VendorsOnline interface, specifically the Manage Permissions page. The top navigation bar includes links for Home, Credit, Inventory, MRO, Payables, Scorecard, Transportation, VMD, Vendor Info, Market, Contacts, and VOL Admin. The VOL Admin menu is open, showing options: User Management, Manage Permissions (highlighted with a red arrow), Permissions Report, and Vendor Admin Tutorials. Below the menu, there is a section titled 'Admin Permissions' with a dropdown menu showing 'TV Test Rep'. Below the dropdown, there is a table of applications with columns for MSC#, VMD, Scorecard, Credit, E-PO, DS, Vendor Remittances, Market, Sales Report, E3, and Transportation. The table has one row with MSC# 01155 and checkboxes for VMD, Scorecard, and Transportation. A red circle highlights the 'Change Permission' button below the table. The footer contains copyright information and links for Privacy Statement and Terms Of Use.

MSC#	VMD	Scorecard	Credit	E-PO	DS	Vendor Remittances	Market	Sales Report	E3	Transportation
01155	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(All)