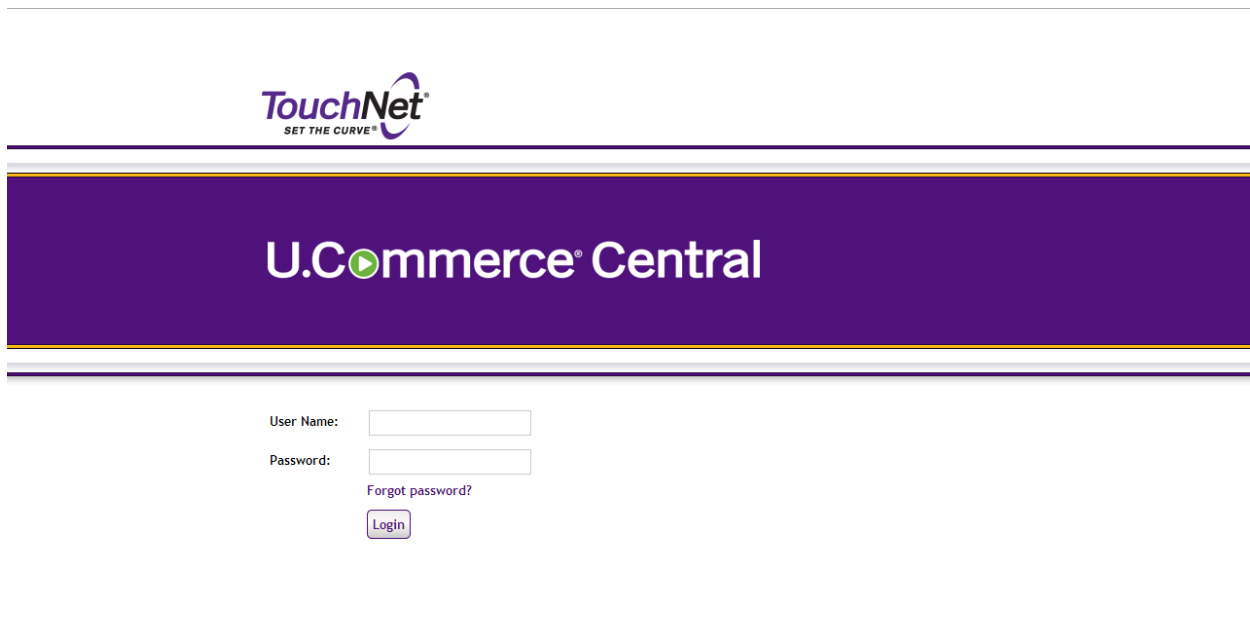


Fulfilling an Order

1. Log in to [U.Commerce Central](#)



TouchNet
SET THE CURVE®

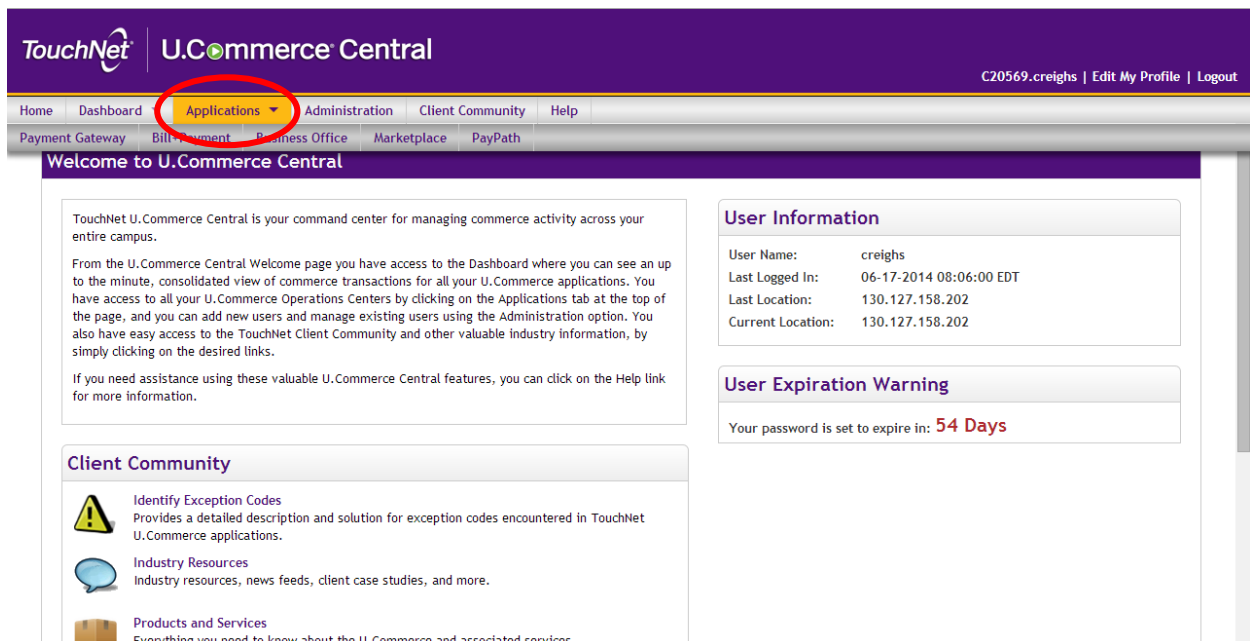
U.Commerce Central

User Name:

Password:

[Forgot password?](#)

2. Hover over the Applications tab



TouchNet | U.Commerce Central

C20569.creighs | [Edit My Profile](#) | [Logout](#)

Home | Dashboard | **Applications** | Administration | Client Community | Help

Payment Gateway | Bill Payment | Business Office | Marketplace | PayPath




Welcome to U.Commerce Central

TouchNet U.Commerce Central is your command center for managing commerce activity across your entire campus.

From the U.Commerce Central Welcome page you have access to the Dashboard where you can see an up to the minute, consolidated view of commerce transactions for all your U.Commerce applications. You have access to all your U.Commerce Operations Centers by clicking on the Applications tab at the top of the page, and you can add new users and manage existing users using the Administration option. You also have easy access to the TouchNet Client Community and other valuable industry information, by simply clicking on the desired links.

If you need assistance using these valuable U.Commerce Central features, you can click on the Help link for more information.

Client Community

-  **Identify Exception Codes**
Provides a detailed description and solution for exception codes encountered in TouchNet U.Commerce applications.
-  **Industry Resources**
Industry resources, news feeds, client case studies, and more.
-  **Products and Services**
Everything you need to know about the U.Commerce and associated services.

User Information

User Name: creighs
Last Logged In: 06-17-2014 08:06:00 EDT
Last Location: 130.127.158.202
Current Location: 130.127.158.202

User Expiration Warning

Your password is set to expire in: **54 Days**

3. Navigate to Marketplace

TouchNet | U.Commerce Central

C20569.creighs | Edit My Profile | Logout

Home | Dashboard | Applications | Administration | Client Community | Help

Payment Gateway | Bill+Payment | Business Office | Marketplace | uPayPath

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Client Community

- Identify Exception Codes
Provides a detailed description and solution for exception codes encountered in TouchNet U.Commerce applications.
- Industry Resources
Industry resources, news feeds, client case studies, and more.
- Products and Services
Everything you need to know about the U.Commerce and associated services.

4. Click on the number under the “Fulfillments Pending” column

TouchNet | U.Commerce Central TEST

C20569.test | Edit My Profile | Logout

Home | Dashboard | Applications | Administration | Client Community | Help

- Marketplace Home
 - CU Banner and Design
 - Reading Recovery
 - Marketplace Reports
 - Edit My Profile
 - Help

Marketplace Operations Center Home

Click on links to access Mall, Store, Mobile and uPay sites. Search for Order Id or System Tracking Id. Status can be changed on store and upay sites.

Print Page

Stores

Show 10 entries

Name	Id	Type	Merchant Name	Web	Mobile	Fulfillments Pending	Links
Campus Banner and Design	56	General	CU Banner and Design	Yes	Yes	1	View Store View Mobile
Reading Recovery	29	General	Reading Recovery	Yes	No	0	View Store View Mobile

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

5. Check the box of the order desired to fulfill

- You are able to check more than one box at a time

TouchNet | UCommerce Central TEST C20569.test | Edit My Profile | Logout

Home Dashboard Applications Administration Client Community Help

Help

There are 1 pending fulfillments to process.

Refresh Pending Fulfillments

Order Search

To modify the order search, select value for filtering: Pending

From: To:

Search

Order Number:

Search by Order Number

Pending Fulfillments

<input checked="" type="checkbox"/> Select All	Order Number	Shipment Number	Order Date	Buyer Name	Delivery Method	Payment Method	Status
<input checked="" type="checkbox"/>	1217	1252	03/13/2014 11:53:06 AM CDT	Kayne Evans	Walk-In	Credit Card	PENDING

Process Fulfillment

6. Click "Process Fulfillment"

TouchNet | UCommerce Central TEST C20569.test | Edit My Profile | Logout

Home Dashboard Applications Administration Client Community Help

Help

There are 1 pending fulfillments to process.

Refresh Pending Fulfillments

Order Search

To modify the order search, select value for filtering: Pending

From: To:

Search

Order Number:

Search by Order Number

Pending Fulfillments

<input checked="" type="checkbox"/> Select All	Order Number	Shipment Number	Order Date	Buyer Name	Delivery Method	Payment Method	Status
<input checked="" type="checkbox"/>	1217	1252	03/13/2014 11:53:06 AM CDT	Kayne Evans	Walk-In	Credit Card	PENDING

Process Fulfillment

7. Click "Ok" when asked if you want to fulfill these shipments

The page at https://test.secure.touchnet.net:8443 says: x

Are you sure that you want to fulfill these shipments?

OK Cancel

TouchNet | U.Commerce Central

C20569.test | Edit My Profile | Logout

Home Dashboard Applications Administration Client

Order Number:

Search by Order Number

Pending Fulfillments

Select All	Order Number	Shipment Number	Order Date	Buyer Name	Delivery Method	Payment Method	Status
<input checked="" type="checkbox"/>	1217	1252	03/13/2014 11:53:06 AM CDT	Kayne Evans	Walk-In	Credit Card	PENDING

Process Fulfillment

8. Click “Accept Payment”

TouchNet | U.Commerce Central TEST

C20569.test | Edit My Profile | Logout

Home Dashboard Applications Administration Client Community Help

- Marketplace Home
- CU Banner and Design
- Stores
- Campus Banner and Design
 - Fulfill Orders (1)
- Reading Recovery
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Campus Banner and Design Fulfillment

To Cancel an order set the fulfillment quantity to 0 and save.

Print Page

Back to Fulfillment List

1. Accept Payment 2. Print Packing List 3. Shipment Tracking Number 4. Email Buyer

Order Info:	Delivery:	Buyer Info:	Ship To:
Order #: 1217 03/13/2014 11:53:06 AM CDT	Walk-In	Kayne Evans troye@clemson.edu	

Item	Stock #	Quantity Ordered	Fulfillment Quantity
Howard Poster Prints : 24 x 36"	2204015_1	1	1

Update Quantity

Accept Payment

U.Commerce 6.5 | Marketplace 6.5 (5-4)
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9. Click “Ok” when asked if you are sure that you want to charge the customer

TouchNet | UCommerce Central

Home | Dashboard | Applications | Administration | Client

Marketplace Home
 CU Banner and Design
 Stores
 Campus Banner and Design
 Fulfill Orders (1)
 Reading Recovery (1)
 Marketplace Reports
 Edit My Profile
 Help

Campus Banner and Design Fulfillment

To Cancel an order set the fulfillment quantity to 0 and save.

Print Page

Back to Fulfillment List

1. Accept Payment | 2. Print Packing List | 3. Shipment Tracking Number | 4. Email Buyer

Order Info:	Delivery:	Buyer Info:	Ship To:
Order #: 1217 03/13/2014 11:53:06 AM CDT	Walk-In	Kayne Evans troye@clemsun.edu	

Item	Stock #	Quantity Ordered	Fulfillment Quantity
Howard Poster Prints : 24 x 36"	2204015_1	1	1

Update Quantity

Accept Payment

UCommerce 6.5 | Marketplace 6.5 (94)
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10. Click "Print Packing List"

TouchNet | UCommerce Central TEST

Home | Dashboard | Applications | Administration | Client Community | Help

Marketplace Home
 CU Banner and Design
 Stores
 Campus Banner and Design
 Fulfill Orders (0)
 Reading Recovery
 Marketplace Reports
 Edit My Profile
 Help

Campus Banner and Design Fulfillment

Print the packing list if needed. Then, continue to step 3 to complete the fulfillment process.

Print Page

Back to Fulfillment List

1. Accept Payment | 2. Print Packing List | 3. Shipment Tracking Number | 4. Email Buyer

Order Info:	Delivery:	Buyer Info:	Ship To:
Order #: 1217 03/13/2014 11:53:06 AM CDT	Walk-In	Kayne Evans troye@clemsun.edu	

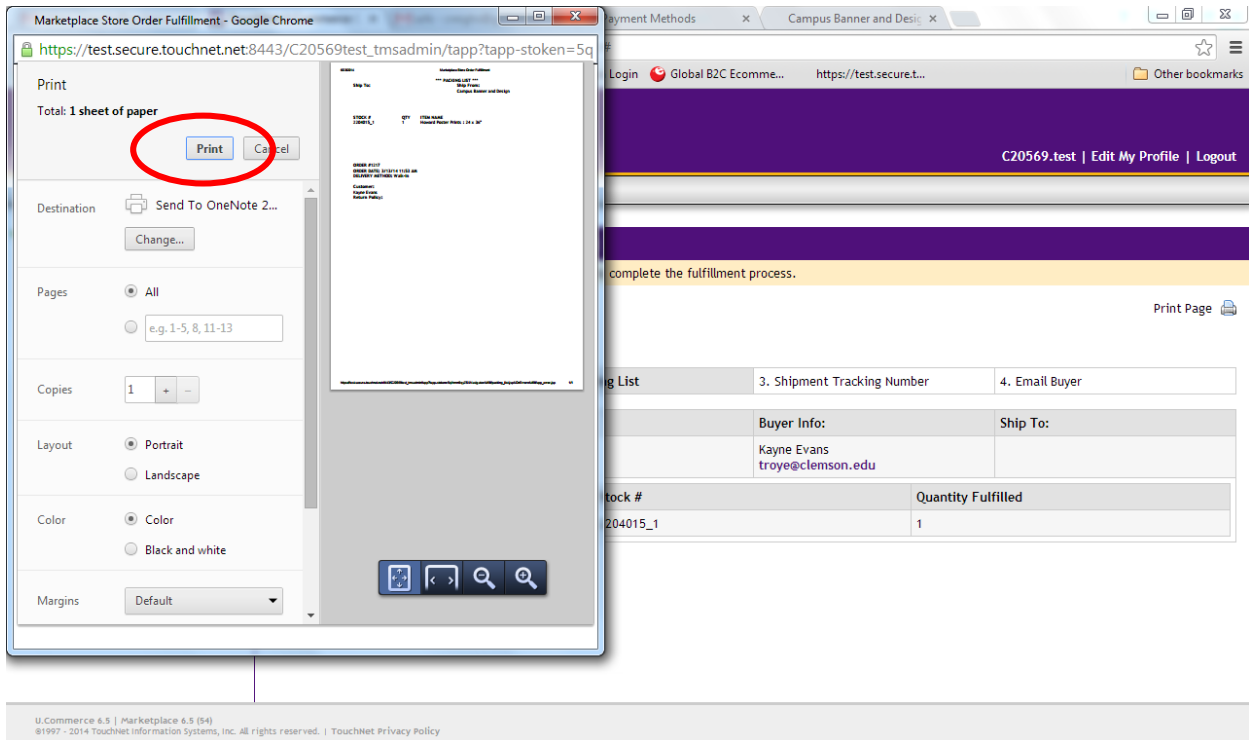
Item	Stock #	Quantity Fulfilled
Howard Poster Prints : 24 x 36"	2204015_1	1

Print Packing List | Proceed To Step 3

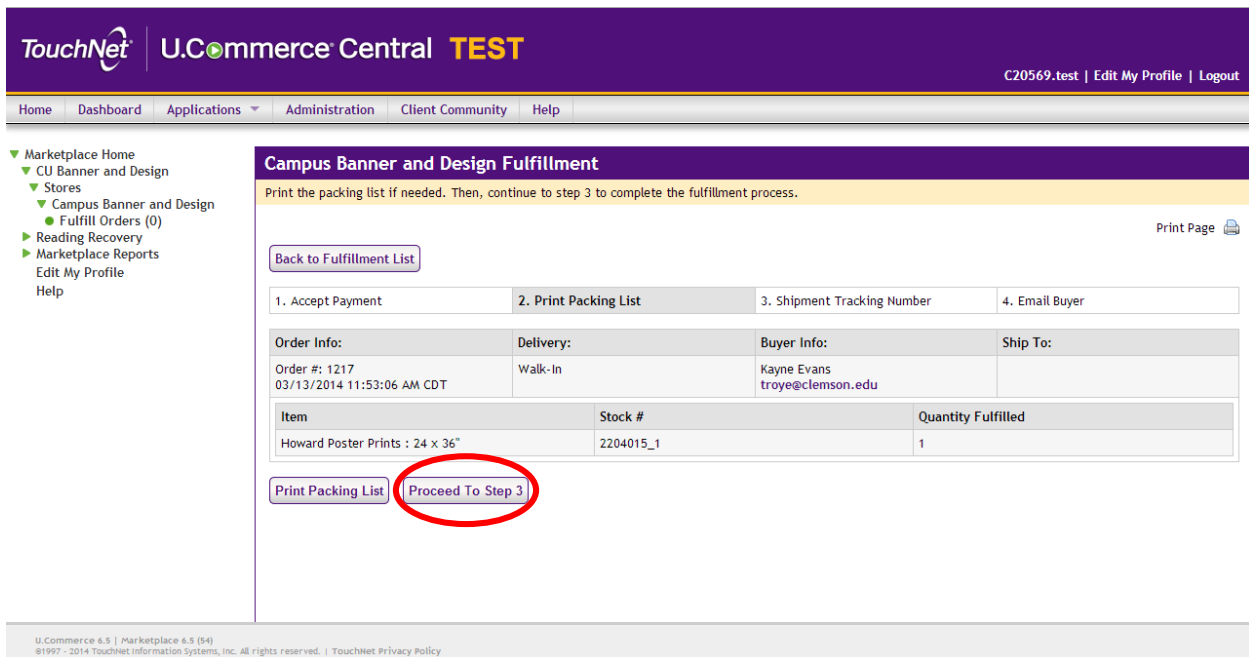
UCommerce 6.5 | Marketplace 6.5 (94)
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Note: Skip to Step 12 if you do not wish to print a packing list.

11. Click "Print"



12. Click “Proceed to Step 3”



13. Enter a tracking number

- ▼ Marketplace Home
- ▼ CU Banner and Design
- ▼ Stores
- ▼ Campus Banner and Design
 - Fulfill Orders (1)
- ▶ Reading Recovery
- ▶ Marketplace Reports
- Edit My Profile
- Help

Campus Banner and Design Fulfillment

Enter a shipment tracking number if needed. Then, continue to step 4 to send an e-mail to the customer.

Print Page 

[Back to Fulfillment List](#)

1. Accept Payment	2. Print Packing List	3. Shipment Tracking Number	4. Email Buyer
-------------------	-----------------------	-----------------------------	----------------

Order Info: Order #:1420 06/23/2014 09:44:29 AM CDT	Delivery: Walk-In	Buyer Info: Troy Evans troy@clemsn.edu	Ship To:
--	-----------------------------	---	-----------------

Item	Stock #	Quantity Fulfilled
Thomas Green Statue Canvas : 24" x 36" - \$120.95	1614481_2	

Tracking Number:

[Proceed To Step 4](#)


Note: Entering a tracking number is optional. Skip to Step 14 if you do not have a tracking number.

14. Click "Proceed to Step 4"

- ▼ Marketplace Home
- ▼ CU Banner and Design
- ▼ Stores
- ▼ Campus Banner and Design
 - Fulfill Orders (1)
- ▶ Reading Recovery
- ▶ Marketplace Reports
- Edit My Profile
- Help

Campus Banner and Design Fulfillment

Enter a shipment tracking number if needed. Then, continue to step 4 to send an e-mail to the customer.

Print Page 

[Back to Fulfillment List](#)

1. Accept Payment	2. Print Packing List	3. Shipment Tracking Number	4. Email Buyer
-------------------	-----------------------	-----------------------------	----------------

Order Info: Order #:1420 06/23/2014 09:44:29 AM CDT	Delivery: Walk-In	Buyer Info: Troy Evans troy@clemsn.edu	Ship To:
--	-----------------------------	---	-----------------

Item	Stock #	Quantity Fulfilled
Thomas Green Statue Canvas : 24" x 36" - \$120.95	1614481_2	1

Tracking Number:

[Proceed To Step 4](#)

15. Click "Send Email"

- ▼ Marketplace Home
- ▼ CU Banner and Design
- ▼ Stores
- ▼ Campus Banner and Design
 - Fulfill Orders (1)
- ▶ Reading Recovery
- ▶ Marketplace Reports
- Edit My Profile
- Help

Campus Banner and Design Fulfillment

Send an e-mail to the customer to complete the fulfillment process. Follow your own policies for the timing of shipments with the online fulfillment process.

Print Page 

[Back to Fulfillment List](#)

- | | | | |
|-------------------|-----------------------|-----------------------------|----------------|
| 1. Accept Payment | 2. Print Packing List | 3. Shipment Tracking Number | 4. Email Buyer |
|-------------------|-----------------------|-----------------------------|----------------|

Order Info:	Delivery:	Buyer Info:	Ship To:
Order #:1420 06/23/2014 09:44:29 AM CDT	Walk-In	Troy Evans troy@clemson.edu	

Item	Stock #	Quantity Fulfilled
Thomas Green Statue Canvas : 24" x 36" - \$120.95	1614481_2	1

[Send E-Mail](#)


Note: Sending an email to the customer is optional. If you do not want to contact the customer, click "Back to Fulfillment List".

16. Click "Continue"

- ▼ Marketplace Home
- ▼ CU Banner and Design
- ▼ Stores
- ▼ Campus Banner and Design
 - Fulfill Orders (1)
- ▶ Reading Recovery
- ▶ Marketplace Reports
- Edit My Profile
- Help

Campus Banner and Design Fulfillment

Continue to the next fulfillment, or use the menu to the left to manage another feature of Marketplace.

Print Page 

[Back to Fulfillment List](#)

FULFILLMENT COMPLETE

Order Info:	Delivery:	Buyer Info:	Ship To:
#1420 06/23/2014 09:44:29 AM CDT	Walk-In	Troy Evans troy@clemson.edu	

Item	Stock #	Quantity Ordered
Thomas Green Statue Canvas : 24" x 36" - \$120.95	1614481_2	1

[Continue](#)