Wholesale Marketplace

User Manual

Introduction

- In order to build up an inventory, pedagogical practice enterprises (PPE) have to buy their products from a wholesaler. Ideally, we should try to find another PPE that can provide us with these products or services. However, failing to find such a supplier, the “Wholesale Marketplace" acts as a wholesaler.

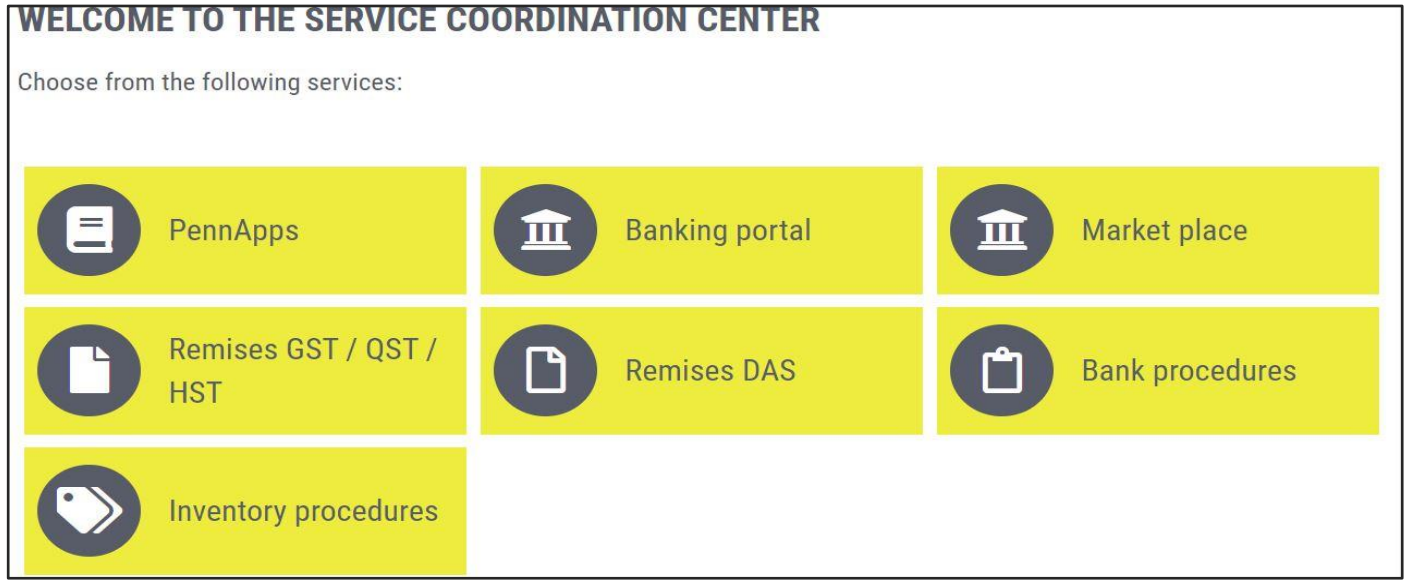
- *Note:* Pedagogical Practice Enterprises (PPE) *: The term is used internationally regardless of whether the PE is in an educational environment or not. This distinction made in Canada between «employability PFs» and «pedagogical PFs» is not made elsewhere.*

Inventory

- The practice enterprises determine the cost (price of purchase) of their products / services according to:
  - Prices in the real market
  - The estimated cost price
  - The expected profit margin ...
- These articles and / or services will be created and encoded in a database: the “Wholesale Marketplace".
- Thus, each PPE will be able to build an inventory of products / services for sale.

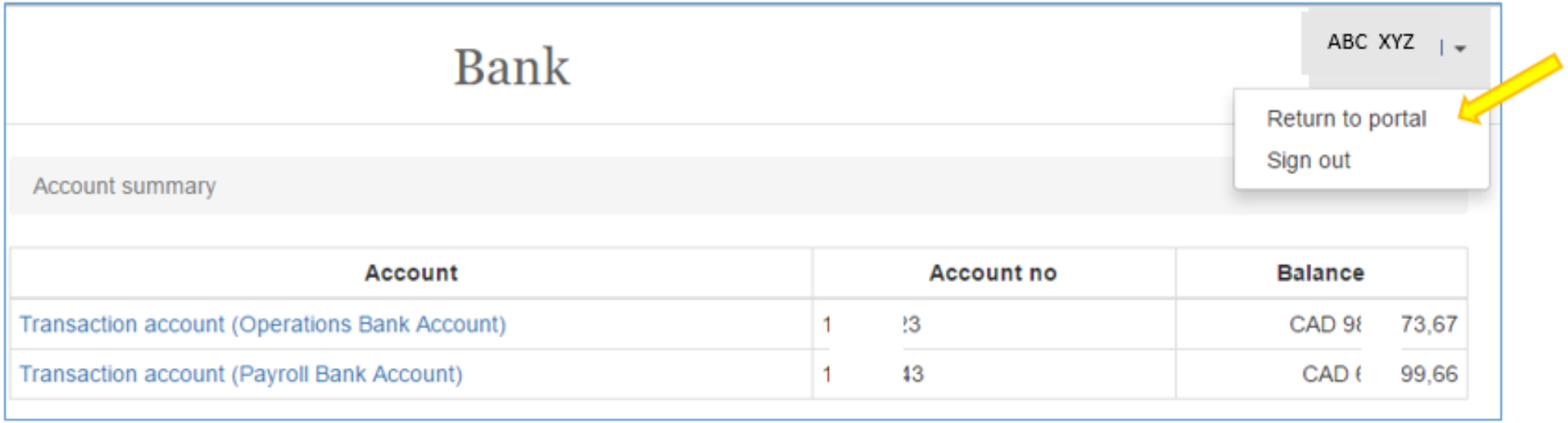
Access to the Wholesale Marketplace

- Clic: https://rcee-cpen.ca/en/?
- Click the SCC button (top, right) and the «Wholesale Marketplace». The trainer's access codes or the participant's (trainee) access codes are needed to get in.



Access to the Wholesale Marketplace(…)

- You can also access directly if you are already in the banking portal by returning via the command «Return to the home page» under your name in the upper right corner.



Article Manager

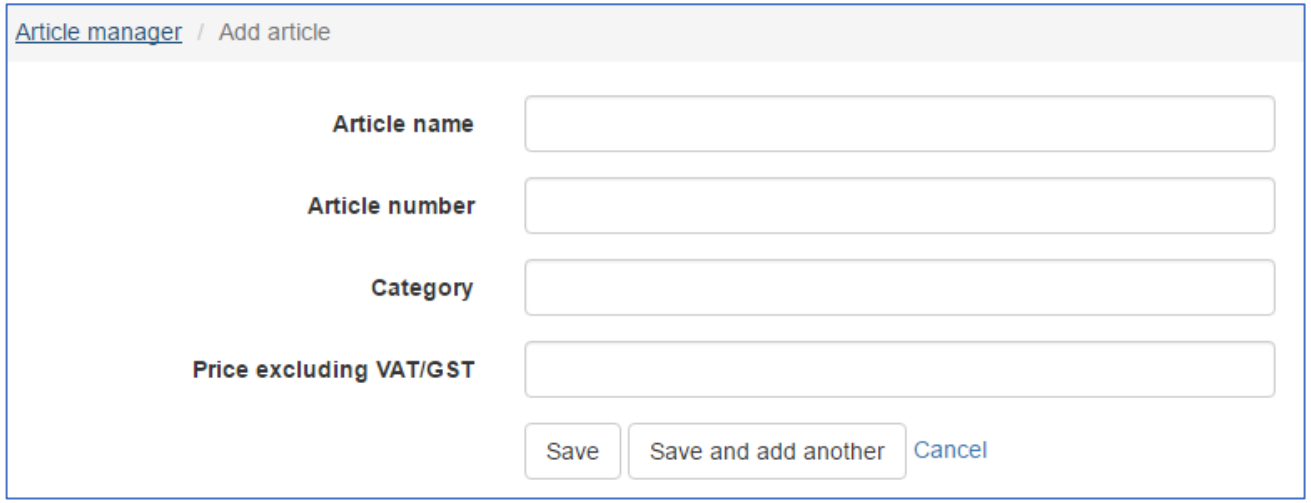
- To add (encode) products, click on the «Article Manager» in the menu on the left. You get the following screen.

- Click the «ADD» button. You will see the following screen …

Article Manager (…)

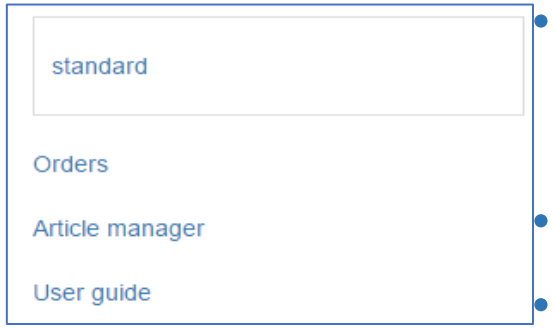
All the boxes are to be filled.

- Type the name of the article in the Article name box.
- Type a unique article number in the «Article number box». The article number may be the same as your catalog article number.



- Type the article category in the Category box. The category allows to break down the articles down in appropriate categories according to article type, e.g. Hardware, Filing supplies, Flowers, etc.
- Type the wholesale cost excluding VAT/GST in the Price box.
- Click Save or if making multiple entries, click Save and add another.

Purchasing products and services for the inventory:



- All purchase screens are viewed within each category and must be accessed separately to view and purchase articles as they reside in separate categories.
- To add items to your cart. In the menu on the left, click on "Standard"
- Available products / services are displayed by category

- Enter the needed quantity for each product / service. Confirm by clicking on the "Add“ button. Repeat for all needed products / services.
- When finished, click Cart at the upper right corner of the main window section to proceed to your cart

Cart

- In this screen, you have the opportunity to review your cart article-by-article. This is the time to change quantities and update the cart, remove articles from the cart, and checkout to complete your order.. - To change the quantity ordered for an article, change the number in the quantity box, then click Update.
- Removal of articles you do not wish to purchase is done by clicking on the remove button to the right.
- When you are ready to commit to the order, click the Checkout button at the bottom to proceed to the Checkout screen.

Checkout

- This is the final step before your purchase is complete.
- Enter your reference, e.g. a purchase order number, in the Your reference box.
- Verify that the order is correct. There is no possibly to modify beyond this step.
- Click «Place order». This step generates an invoice that will be emailed to your PPE, and an order confirmation screen.

Order history

- On the left menu, click «Orders» to see your order history. All orders placed by your PE will appear here.
- Explanation of order status:
- - Processing: your order is being prepared for shipment.
- - Shipped: your order is on its way to your PPE. Your PPE will receive a shipping notice by email.
- - Delivered: your order has been delivered. A delivery note will be emailed to your PE.
- - Payment past due: payment due date has passed while payment of the full amount of the invoice has not been received. Up to three payment reminders can be emailed to your PE.
- - Completed: you have fully payed the invoice of this order. When payment is received, a payment receipt will be emailed to your PPE.
- - Cancelled: you have cancelled the order.
- To view the details of an order, click on the order number of an order. In the order details screen, you can download the invoice if you have misplaced the invoice that was initially emailed to your PE. If still within 30 days, you can also cancel an order or articles through the order details screen.

Payment

- The payment information (amount to pay, payment due date, account number and payment description) can be found on the invoice that was emailed to your PE. If you lost the invoice or the email, then you can download the invoice through Orders and then the order detail screen of the order.
- Please make sure that you use the account number that is specified on the invoice, to send the payment to.
- Please pay the invoice in full before the payment due date. Notices are to be sent automatically by the system when invoices are overdue.
- Payment should cover only one invoice. Do not combine payment of multiple invoices in one payment. In other words: **1 order = 1 invoice = 1 payment**

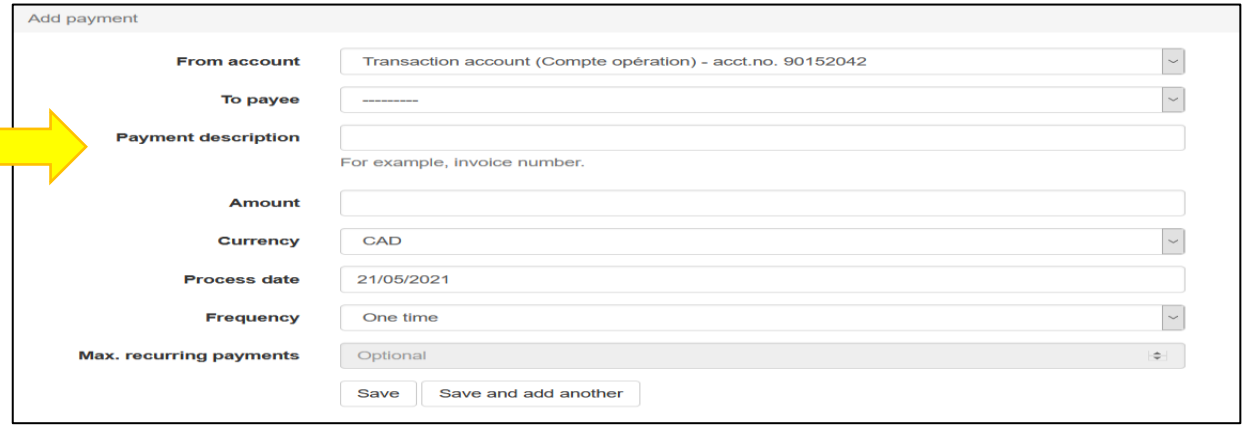
Payment (…)

- Information at the bottom of the invoice

Please pay this invoice before 19/06/2021 to:

RCEE / CPFN - Inv./Inventory
Account number: 90000157
Payment description: 11143

Please pay this invoice in a single payment. Do not combine payment of this invoice and other invoices in one payment.

Payment Terms: 2% 10, Net 30 from date of invoice. Past due invoices will be charged 1,5% interest per month outstanding.

- Information to be used to fill the payment screen at the bank