



ibuyer.hk

Welcome to the ExportNet specific user manual – this is a step by step illustration of ExportNet

- This is a specific instruction for ExportNet V3.58 onward. For earlier version please refer to the old manual.
- For installation instruction, please refer to the separate installation guide.
- For the general instruction of our software, please refer to the ibuyer.hk general software manual.
- For the platform, database structure and design change of software, please refer to the technical manual

Table of content

- 01. Target user of ExportNet. (p.02)
- 02. The design concept of ExportNet. (p.02)
- 03. Products. (p.04)
- 04. Costing. (p.05)
- 05. Quotation. (p.06)
- 06. Document. (p.07)
- 07. Sales Analysis & Gross Profit report. (p.8)
- 08. Shipping. (P.9)
- 09. Workgroup user name and password (p.10)

Target User of ExportNet

It is designed for export trading company in finish product. Best for giftware, premium, promotional items, bags, luggage, toys, electrical, electronic, appliance, travel goods, sporting goods, sundries, household items, home textiles and etc.

The Design concept of ExportNet

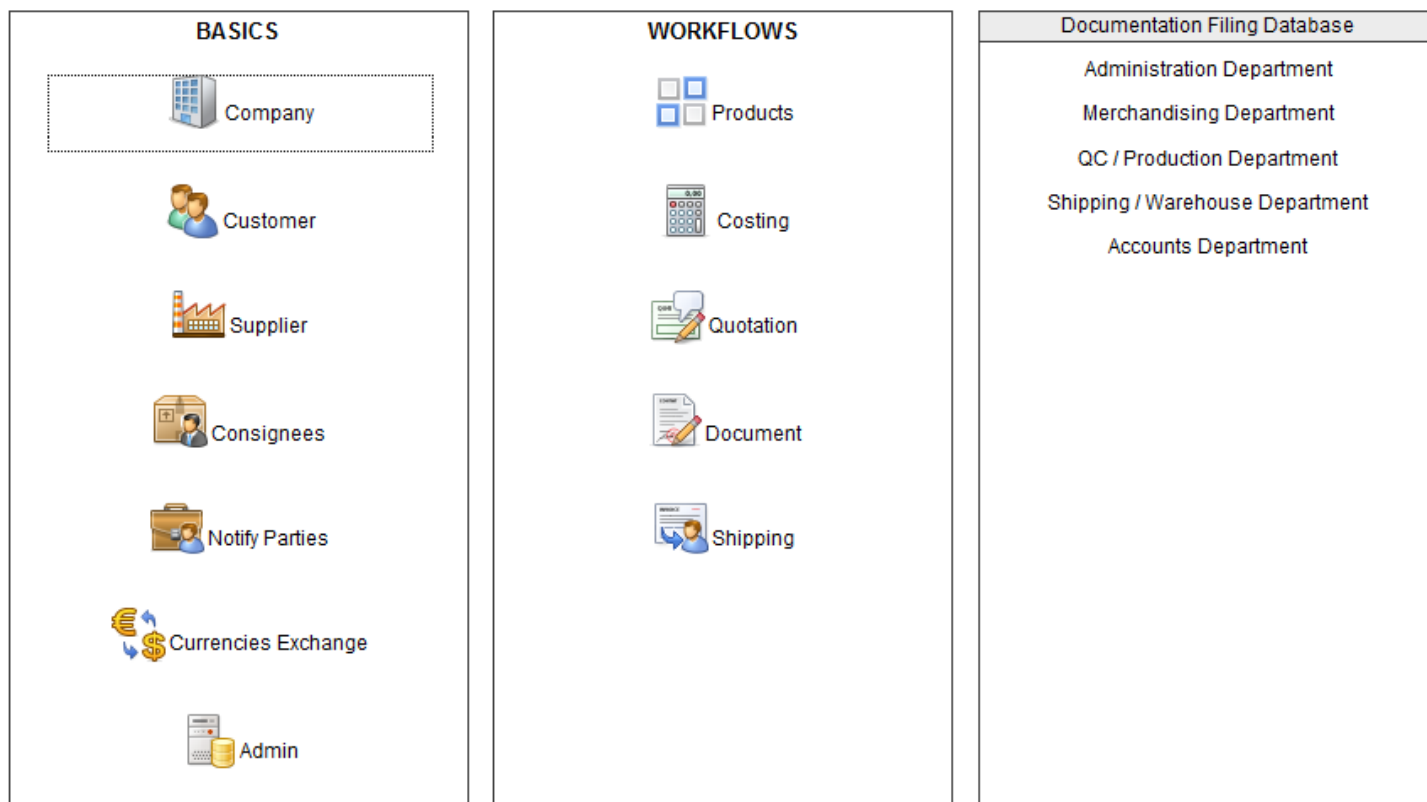
The ExportNet is designed by workflows, it has 5 steps;

- 1/ Products; gather the product detail from your supplier.
- 2/ Costing; a simple costing table.
- 3/ Quotation; issue price quote to customer.
- 4/ Documents; orders processing.
- 5/ Shipping; issue full set export shipping documents

Suppose your merchandiser gather new products from different supplier. Input the **product** details into the database system.

They use it to prepare a simple **costing** table, and then use its information to create a **quotation** sheet. When you have a potential customer, you will then issue merchandising **document** > quotation > pro forma > to confirm an order.

By the time delivering the goods, you will issue the export **shipping** document by the Shipping.



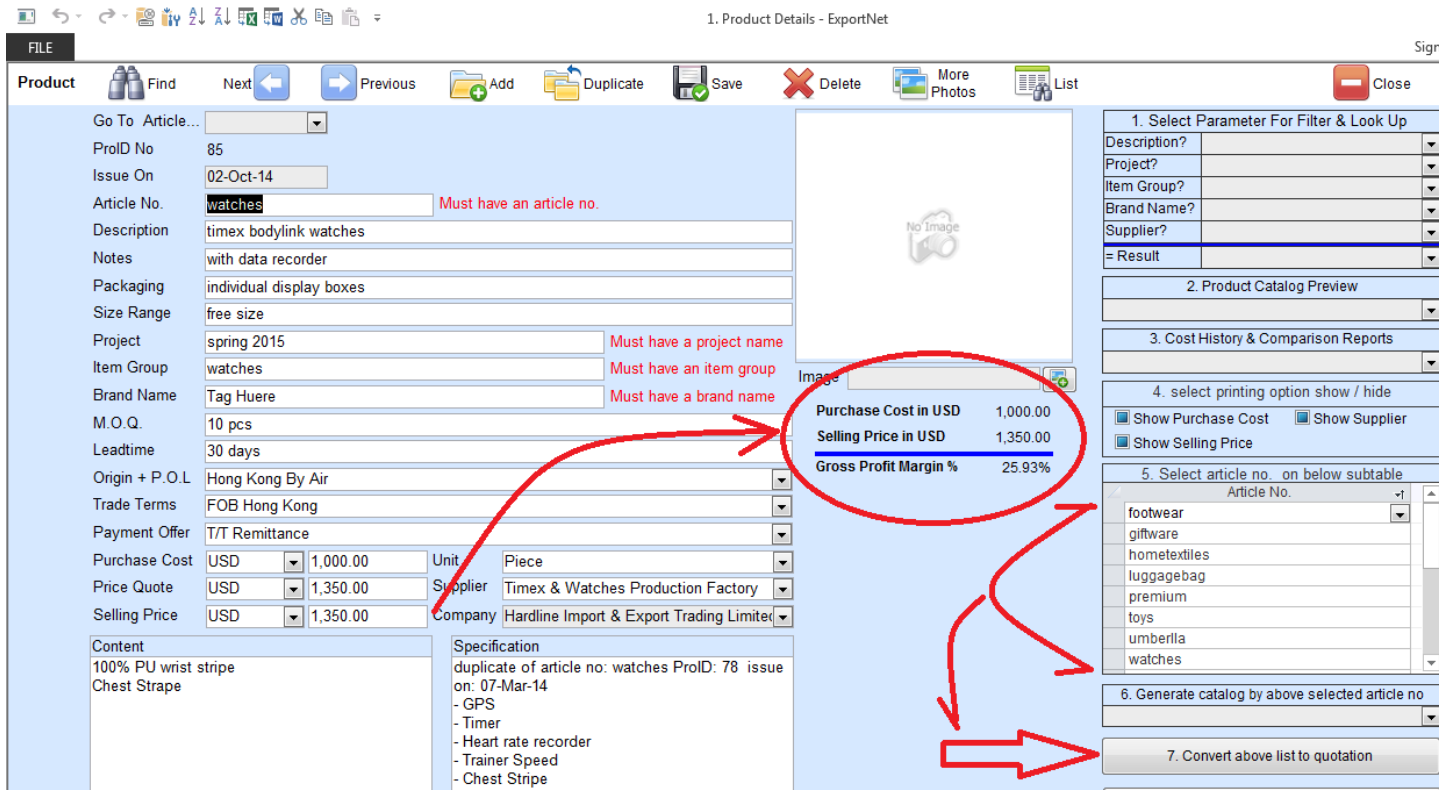
The middle column, WORKFLOWS is the most frequently using input panels.

The input concept of ExportNet is from left to right and top to bottom. Please start with BASICS to input all contact information. Then your merchandiser may move to WORKFLOWS to start their merchandising duties.

Products

The ExportNet is for trading company and exporter in trading business. They buy finished products from their supplier and meantime re-sell it to their customer without involves in the production of it.

When you open the Products, you will see follow screen.



This product form gather basic information of a product. There is a gross profit margin% calculator below the picture. Which is quite useful for management to decide the price quote and selling price of the product. It convert the purchase cost, selling price into USD for a comparison and show the result by a gross profit margin %. This could give the merchandiser a better idea of what profit margin of certain product immediately.

Groups of reports in this products form, which is using the information to create;

- Product catalog; kind of product catalogue or product detail sheet.
- Cost History; a cost comparison report by different grouping.
- A pull down list will show the sales history for the current article
- An article list to pull down and select articles for conversion of data to next modules. (very useful to avoid double entry)

Costing

It is a simple costing form for merchandiser to calculate the costing of end product. Merchandiser may use it to work out FOB, C&F, CIF, LDP price structure. Since your company will get the product offered from supplier with a net cost. It could be added up to become FOB, CIF, LDP depends on the trade terms with profit and quote to your customer.

2. Costing Table - ExportNet

FILE

Costing Find Next Previous Add Duplicate Save Delete List Close

Go To Article....

CostID No 78

Issue On 16-Apr-13

Article No. DEFGH

Description Nylon Shopping bag

Notes 18" x 24" size

Item Group bag

Brand Name Zacca

Origin + P.O.L India

Company Hardline Import & Export Trading Limited

Supplier Electric Product factory manufacturer limited

Internal Remarks 1. Costing include inspection charges
2. 3rd party laboratory testing required
3. Independent inspection house employed.

Image iiieee\Pictures\Nylon-Bag.jpg

Trade Terms Ex-Work

Product Unit Pc

net cost USD 1.55

| Cost | Description | Percentage | Amount |
|------------------|--|-----------------|-------------|
| Cost 1: | ie. material import tax, transport, finance charges, rebate | 6.45% | 0.10 |
| Cost 2: | ie. labor insurance, retirement, overhead, tax rebate | 12.90% | 0.20 |
| Cost 3: | ie. machine insurance, depreciation, overhead, tax rebate | 19.35% | 0.30 |
| Cost 4: | ie. wastage, transportation, overhead, tax rebate | 25.81% | 0.40 |
| Cost 5: | ie. export or import quota cost | 32.26% | 0.50 |
| Cost 6: | ie. export licenses, documentation, terminal charges, forwarder fees | 38.71% | 0.60 |
| ex-origin | | F. O. B. | 3.65 |

Cost element table

By percentage

By actual amount

1. Select Parameter For Filter & Look Up

Article? Description? Item Group? Brand Name? Supplier? = Result

2. Costing Sheet & Summary Preview

3. Select article no. on below subtable

Cost ID Number

newarticle
abcde
DEFGH
TWXYZ

4. Convert above list to quotation

current

There is two rows of cost figures, one of it is by percentage, while the other is the actual amount input to the cost table. Thus give a flexibility to the merchandiser on doing a costing sheet with calculation by percentage or by actual amount.

From cost 1 to cost 6 by design denote the operate cost & overhead of the product before shipment. So it is an ex-origin cost sub-total.

From cost 7 to cost 11 by design denote is the handling cost & shipping cost of the product after export. So it is a landed cost sub-total.

At the end of the cost element table, there is a gross profit field for merchandiser to input the intended G.P. % so that it could come out the result selling price. In this connection, a costing sheet is completed.

Quotation

Merchandise should use the quotation to prepare a quote to the customer. Normally, they can use the convert button to convert various product from the costing to a quote record. Please notice on the right hand side middle of the costing form, there is a 3. Select article no. on below sub-table and; 4. Convert above list to quotation button.

The purpose is to select various product from the costing and then convert it to become a quotation. That would be very easy and effective to re-use the costing data by converting it from there. No duplicated input and avoid typo error.

3. Quotation - ExportNet

FILE

Quotation Find Next Previous Add Duplicate Save Delete List Close

Go To QuotID.....

QuotID: 105

Quote Date: 07-Mar-14

Customer: new customer chain store limited

Validity Of Quote: 30 days after this quote

Customer Payment: L/C at sight

Customer Term: Cheque 30 Postdated

Job Name: new job OK

Order Status: Quotation Issued

Handle By: John

Deposit Amount%: 50.00%

Incentive %: 2.00%

Port Of Loading: Cambodia

Origin: China Others

Destination: U.S.A.

Ship Mode: Sea

Loading Instruction: fleet container

Trucking: local trucking

No of container: one (1) full container

Loading Type: Full Container 40' High Cube

Quote Remarks

1. New order and article
2. Prepare approval samples
3. Sample must be approved before production
4. Inspection charges from Hong Kong to production origin

1. Select Parameter For Filter & Look Up

Customer? Handle By? Article No? Description? Quote Status? = Result

2. Select Date Range For Reports

Start Date: 1-Jan-2010 End Date: 11-Dec-14

Quotation Sheets & Quote Analysis Report

Convert current QuotID to trading document

1. select 2. select 3. select & insert

A. select B. select C. select & insert

May input directly to Article No, description, Notes, Qty, Price, etc OR may use the select 1,2,3 or A,B,C pull downlist to filter, select & insert>>>

| Article No | Description | Notes | Intended Qty | Curr | Prx Quote | Unit | Quote Status | Reject Reason |
|------------|------------------------------|---------------------------|--------------|------|-----------|-------|--------------|---------------|
| footwear | plastic PU slipper | beach slipper | 1000.00 | USD | 2.00 | Piece | Accepted | |
| umbrella | nylon umbrella | metal tube & strecher | 900.00 | USD | 2.50 | Piece | Accepted | |
| luggagebag | Wheeled Carry On Luggage Bag | shandong silk trolley set | 800.00 | USD | 22.00 | Piece | Accepted | |
| watches | timex bodylink watches | with data recorder | 700.00 | USD | 1,350.00 | Piece | Accepted | |
| giftware | royal selengor tabel set | cup, tray, boxes, set | 600.00 | USD | 350.00 | set | Accepted | |
| premium | Crystal Glass set | logo engraving glass | 500.00 | USD | 150.00 | Piece | Accepted | |
| toys | educational toys book reader | book reader | 400.00 | USD | 1.15 | set | Accepted | |
| xmastree | Xmas tree decorative item | PVC 36 inch xmas tree | 300.00 | USD | 1.35 | set | Accepted | |

In addition to the convert button method, user may also use the right hand side select & insert pull down list to select and insert product detail to the sub-table. Which is pull out from either the product form or costing form.

There is two field selection at the end of the sub-table, the Quote Status & Reject Reason which is used to identify the result of the quotation. By collecting the quote result and prepare a quotation summary report to analysis the percentage of successful quote or the reason of reject. Thus providing the management to review from time to time and adjusting their quote price point, margin and trade terms to win an order placement from the customer. Quotation Analysis Summary Report as below

| Reason | Accepted | Article Cancelled | Article Changed | On Hold | Rejected | Total records |
|-------------------|----------|-------------------|-----------------|---------|----------|---------------|
| unknown | | | | | | 1 |
| too cheap | | | | | | 1 |
| quality issue | 18 | 8 | 16 | 16 | 19 | 77 |
| price too high | 21 | 14 | 15 | 16 | 18 | 84 |
| MOQ too high | 19 | 10 | 14 | 17 | 20 | 80 |
| expensive | | | | | | 1 |
| delivery too long | 19 | 9 | 14 | 18 | 17 | 77 |
| | 37 | | | | | 40 |
| | 114 | 41 | 59 | 67 | 74 | 361 |

Document

The most important function of ExportNet is also the key feature of our system. Issue trading documents and meantime gather this information for analysis.

4. Documents - ExportNet

Sign

Documents Find Next Previous Add Duplicate Save Delete List Close

| | | |
|-------------------|----------------------------------|----------------------------------|
| Go To DocID..... | | <input type="text" value="101"/> |
| DocID | | 101 |
| PI/SC/PO Date | | 07-Mar-14 |
| Customer | new customer chain store limited | |
| PI / SC No | SC-00101/14 | |
| Customer Payment | L/C at sight | |
| Customer Term | Cheque 30 Postdated | |
| Customer Delivery | 08-Nov-14 | |
| Destination | U.S.A. | |
| Job Name | new job OK | |
| Deposit Amount% | 50.00% | |
| Handle By | John | |
| Incentive % | 2.00% | |
| Order Status | Order Confirmed | |

| | |
|---------------------|------------------------|
| PO No | PO-00101/14 |
| Supplier Payment | Cheque 60 Postdated |
| Supplier Term | Landed Duty Paid |
| Supplier Delivery | 31-Oct-14 |
| Product Origin | China Others |
| Port Of Loading | Cambodia |
| Ship Mode | Sea |
| Loading Instruction | fleet container |
| Trucking | local trucking |
| No of container | one (1) full container |

Proforma & Sales Contract Remarks
 1. All document consigned to banker
 2. Submit all certificate before shipment

Purchase Order Terms & Conditions
 1. Must approve lab test by SGS
 2. Must inspected by SGS
 3. Submit approval samples to customer beofre shipment

Trading Documents Preview

1. Select Parameter For Filter & Look Up
 Customer?
 Supplier?
 Article No?
 Description?
 Order Status?
 = Result

2. Select Date Range For Reports
 Start Date 1-Jan-2010 End Date 11-Dec-14

3. Purchasing and Sales Analysis Report

Shipment history for the current order by DocID

Convert current DocID to shipping document

1. select 2. select 3. select & insert

The whole ExportNet use a convert button features to move data forward from one module to other modules. Merchandisers are strongly recommended to use those buttons to convert data forward in order to improve efficiency and avoid double entry or typo error when inputting data.

They can simply convert data from products > costing > quotation > document > shipping. Thus merchandiser can finish these documentation procedures within split seconds.

Merchandise may use this document to issue pro-forma, sales contract and purchase order to the customer or supplier respectively. It has an order shipping summary to show the outstanding unshipped quantity of each order.

Order Shipping Summary By Customer

Customer Code: caryford

| PO Date | Customer Del | DocID | PISCNo | Article No | Description | Order Qty | Shipped Qty | Unshipped Qty | Unit | OrderStatus |
|-----------|--------------|-------|-------------|---------------|--------------------------------------|-----------|-------------|---------------|-------|--------------------------|
| 01-Jan-10 | 10-Oct-10 | 52 | LM-0505 | anc-article | new description | 123.45 | 0 | -123.45 | pack | Awaiting Confirmation |
| 01-Jan-10 | 10-Oct-10 | 52 | LM-0505 | | plastic merchannet duck | 6 | 0 | -6 | Piece | Awaiting Confirmation |
| 01-Jan-10 | 10-Oct-10 | 52 | LM-0505 | 298-new222222 | modification new body | 1 | 0 | -1 | LB | Awaiting Confirmation |
| 01-Jan-10 | 08-Oct-10 | 55 | SC-00055/09 | garmentorder | Men 65% polyester 35% cotton wrinkle | 44 | 0 | -44 | Pc | Preparation & Inspection |
| 01-Jan-10 | 08-Oct-10 | 55 | SC-00055/09 | garmentorder | Men 65% polyester 35% cotton wrinkle | 19000 | 190 | -18810 | Pc | Preparation & Inspection |
| 01-Jan-10 | 08-Oct-10 | 55 | SC-00055/09 | garmentorder | Men 65% polyester 35% cotton wrinkle | 19000 | 19 | -18981 | Pc | Preparation & Inspection |
| 01-Jan-10 | 08-Oct-10 | 55 | SC-00055/09 | garmentorder | Men 65% polyester 35% cotton wrinkle | 12800 | 25600 | 12800 | Pc | Preparation & Inspection |
| 01-Jan-10 | 08-Oct-10 | 55 | SC-00055/09 | garmentorder | Men 65% polyester 35% cotton wrinkle | 800 | 0 | -800 | Pc | Preparation & Inspection |
| 01-Jan-10 | 08-Oct-10 | 55 | SC-00055/09 | garmentorder | Men 65% polyester 35% cotton wrinkle | 400 | 0 | -400 | Pc | Preparation & Inspection |
| 01-Jan-10 | 08-Oct-10 | 55 | SC-00055/09 | garmentorder | Men 65% polyester 35% cotton wrinkle | 650 | 0 | -650 | Pc | Preparation & Inspection |
| 01-Jan-10 | | 66 | SC-00066/10 | HTYGR | 12345678901234567890123 | 8 | 0 | -8 | Piece | NONE |

Which is used to keep track of each order on the partial shipped quantity and delivery.

Sales Analysis & Gross Profit report

This is the key function of the ExportNet and core value of our system. The system is helping management to identify which supplier providing the most competitive (cheapest) product to your company and which of your customer give you the most generous (highest) profit margin.

These report grouping will highlight the purchase cost or selling price in red color and made it easier for management to review. Hence, improve your company's sales and profit margin, by offering a competitive product.

| Customer | | GAP | Sales Analysis Report | | | | | Qty | 105,301.00 | Total | 435,414.65 | Confidential | | |
|--------------------|--------------|---|-----------------------|----------|-----|------|------|------------|------------|---------|--------------|--------------|-----------|--|
| DocID | Article No | Description | Customer Delivery | Quantity | Crr | Sell | Unit | Subtotal | SupCode | CusCode | ProjectGroup | ItemGroup | BrandName | |
| 99 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 10-Apr-13 | 19,000 | ROL | 1.11 | Pc | 21,090.00 | PREMIUM | GAP | autume | men shirt | men shirt | |
| 99 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 10-Apr-13 | 19,000 | ROL | 1.12 | Pc | 21,280.00 | PREMIUM | GAP | autume | men shirt | men shirt | |
| 99 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 10-Apr-13 | 12,800 | ROL | 1.13 | Pc | 14,464.00 | PREMIUM | GAP | autume | men shirt | men shirt | |
| 99 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 10-Apr-13 | 800 | ROL | 1.14 | Pc | 912.00 | GIFTWARE | GAP | autume | men shirt | men shirt | |
| 99 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 10-Apr-13 | 400 | ROL | 1.15 | Pc | 460.00 | GIFTWARE | GAP | autume | men shirt | men shirt | |
| 99 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 10-Apr-13 | 650 | ROL | 1.16 | Pc | 754.00 | GIFTWARE | GAP | autume | men shirt | men shirt | |
| 99 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 10-Apr-13 | 0 | ROL | 1.17 | Pc | 0.00 | GIFTWARE | GAP | autume | men shirt | men shirt | |
| 73 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 08-Oct-10 | 800 | USD | 7.15 | Pc | 5,720.00 | GIFTWARE | GAP | autume | men shirt | men shirt | |
| 73 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 08-Oct-10 | 12,800 | USD | 7.15 | Pc | 91,520.00 | PREMIUM | GAP | autume | men shirt | men shirt | |
| 73 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 08-Oct-10 | 19,000 | USD | 7.15 | Pc | 135,850.00 | PREMIUM | GAP | autume | men shirt | men shirt | |
| 73 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 08-Oct-10 | 650 | USD | 7.15 | Pc | 4,647.50 | GIFTWARE | GAP | autume | men shirt | men shirt | |
| 73 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 08-Oct-10 | 1 | USD | 7.15 | Pc | 7.15 | GIFTWARE | GAP | autume | men shirt | men shirt | |
| 73 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 08-Oct-10 | 19,000 | USD | 7.15 | Pc | 135,850.00 | PREMIUM | GAP | autume | men shirt | men shirt | |
| 73 | garmentorder | Men 65% polyester 35% cotton wrinkle free | 08-Oct-10 | 400 | USD | 7.15 | Pc | 2,860.00 | GIFTWARE | GAP | autume | men shirt | men shirt | |
| Avg. Selling Price | | | | | | 4.15 | | | | | | | | |

The gross profit report shows the margin of each order to find out the highest margin product & order.

| Gross Profit Report | | | | | | | | | | | | | | | |
|---------------------|-----------|-------------|-------|--------------|------------|------|----------|------|----------|-----------|-----------------|----------------|---------------|-----------|--------|
| Customer | Del Date | PISCNo | DocID | ArticleNo | ShippedQty | Curr | Sell Prx | Curr | Pur Cost | Incentive | Sell Amt in USD | Pur Amt in USD | Incentive Amt | GP | GP% |
| GAP | 08-Oct-10 | SC-00073/10 | 73 | garmentorder | 400.00 | USD | 7.15 | USD | 4.35 | 1.00% | 2,860.00 | 1,740.00 | 28.60 | 1,091.40 | 38.16% |
| GAP | 08-Oct-10 | SC-00073/10 | 73 | garmentorder | 19000.00 | USD | 7.15 | USD | 4.35 | 1.00% | 135,850.00 | 82,650.00 | 1,358.50 | 51,841.50 | 38.16% |
| GAP | 08-Oct-10 | SC-00073/10 | 73 | garmentorder | 19000.00 | USD | 7.15 | USD | 4.35 | 1.00% | 135,850.00 | 82,650.00 | 1,358.50 | 51,841.50 | 38.16% |
| GAP | 08-Oct-10 | SC-00073/10 | 73 | garmentorder | 650.00 | USD | 7.15 | USD | 4.35 | 1.00% | 4,647.50 | 2,827.50 | 46.48 | 1,773.53 | 38.16% |
| GAP | 08-Oct-10 | SC-00073/10 | 73 | garmentorder | 12800.00 | USD | 7.15 | USD | 4.35 | 1.00% | 91,520.00 | 55,680.00 | 915.20 | 34,924.80 | 38.16% |
| THF | 08-Oct-10 | SC-00076/11 | 76 | garmentorder | 4.00 | USD | 7.15 | USD | 0.00 | 3.00% | 28.60 | 0.00 | 0.86 | 27.74 | 97.00% |
| THF | 08-Oct-10 | SC-00076/11 | 76 | | 3.00 | USD | 0.00 | | 0.00 | 3.00% | 0.00 | | 0.00 | | |
| THF | 08-Oct-10 | SC-00076/11 | 76 | JILKM | 1.00 | USD | 2.63 | CAD | 1.27 | 3.00% | 2.63 | 1.14 | 0.08 | 1.41 | 53.50% |
| THF | 08-Oct-10 | SC-00076/11 | 76 | EFGHI | 1.00 | USD | 2.63 | CAD | 1.27 | 3.00% | 2.63 | 1.14 | 0.08 | 1.41 | 53.50% |
| THF | 08-Oct-10 | SC-00076/11 | 76 | garmentorder | 650.00 | USD | 7.15 | USD | 4.35 | 3.00% | 4,647.50 | 2,827.50 | 139.43 | 1,680.58 | 36.16% |
| THF | 08-Oct-10 | SC-00076/11 | 76 | garmentorder | 400.00 | USD | 7.15 | USD | 4.35 | 3.00% | 2,860.00 | 1,740.00 | 85.80 | 1,034.20 | 36.16% |

The report can be sorted or filter by the 1.Select parameter for filter & look up pull down list on the right top section.

This could help merchandiser to get a report according to the customer, supplier, article no. and description. So that management could compare the same customer, same supplier, same article or same description for a large group of products. Eventually this report with the use of big data will give management the best price for similar product and highest margin given by certain customer. As a result, merchandiser can stay focus on getting product from those cheapest supplier, meantime providing priority services to those highest margin customer. This could sharply increase the profit margin of the whole company.

Shipping

When you are about to deliver your goods, you will need to go to the Shipping form. It issue shipping document according to each shipment one by one. In this connection, all the record is show one by one with descending order. It means the recent shipment record will be on top.

5. Shipping - ExportNet

Sign in

FILE

Shipping Find Next Previous Add Duplicate Save Delete List Close

Go To Invoice: 90

Shipment No. 90

Issue Date 10-Mar-14

Invoice No. INV-00090/14

Customer target

Payment Term L/C at sight

Trade Term Cheque 30 Postdated

Brand Label Prada

Consignee New Distribution Consignee Lim

Notify Party 1 notify MM distribution center

Notify Party 2 YMZ forwarders

Forwarders APL

Loading Port Cambodia

Discharge Port Seattle, New Jersey

Destination U.S.A.

Booking No book-234

Closing Time tonight

Vessel voyage pres Obama V.234

E.T.D 8/11/2014

E.T.A 31-dec-2015

Loading Type Full Container 40'H

Total CBM 2.15

Total Weight 70.0

Total Cartons 10

M.I.D. factory identity number

Remark 1. All document consigned to banker
2. Submit all certificate before shipment

Bill Of Lading B/L-OOCL-345

Cargo Receipt C/R-APL-345

Container No container_number

Seal No container_seal

L/C No LC-234

L/C Issue Date 30-Feb-2014

L/C Expiry Date 20-Nov-2014

L/C Issue Bank HSBC

Handle By John swire

Shipping Status Order Confirmed

1. Shipment Filter & Look Up

DocID?

PO No?

Article No?

Customer?

Status?

= Result

2. Select Date Range For Reports

Start Date 1-Jan-2010 End Date 11-Dec-14

3. Sales & Outstanding Payment Reports

Beneficiary Statements & Declarations

Form A / CO / Invoices / Customs Invoices

Packing List Export Sales Analysis Export Sales Report

May input directly to Article No, description, Notes, Shipped Qty, Price,...etc OR may use select 1,2,3 pull downlist to filter, select & insert >>>>>>>

| Article No | Description | Notes | Shipped Qty | Curr | Price | Unit | Customs Prr | Quota Catagory No | HS Cod |
|--------------|---|---------------------------|-------------|------|---------|-------|-------------|-------------------|---------|
| footwear | plastic PU slipper | beach slipper | 1000.00 | USD | 2.00 | Piece | 2.00 | non quota | HS 3847 |
| umbrella | nylon umbrella | metal tube & strecher | 900.00 | USD | 2.50 | Piece | 2.50 | non quota | HS 3937 |
| luggagebag | Wheeled Carry On Luggage Bag | shandong silk trolley set | 800.00 | USD | 22.00 | Piece | 22.00 | non quota | HS 4857 |
| watches | timex bodylink watches | with data recorder | 700.00 | USD | 1350.00 | Piece | 1350.00 | non quota | HS 2837 |
| giftware | royal selengor tabel set | cup, tray, boxes, set | 600.00 | USD | 350.00 | set | 350.00 | non quota | HS 3847 |
| premium | Crystal Glass set | logo engraving glass | 500.00 | USD | 150.00 | Piece | 150.00 | non quota | HS 4859 |
| toys | educational toys book reader | book reader | 400.00 | USD | 1.15 | set | 1.15 | non quota | HS 9384 |
| xmastree | Xmas tree decorative item | PVC 36 inch xmas tree | 300.00 | USD | 1.35 | set | 1.35 | non quota | HS 3479 |
| hometextiles | oxford pillow case & mattress protector set | 14 pcs set | 200.00 | USD | 190.00 | unit | 190.00 | non quota | HS 3847 |

When you start the Shipping form, you will see the above screen. Shipping officer may add a new record or use the select & insert pull down list on the right hand side to insert the shipping product to the sub-table. But we highly recommend user to use the convert button on the document to convert an order to become a shipping record. This could link up the orders and the shipping record so that it could reflect in the outstanding quantity shipping report.

On the bottom of the shipping form, there is a payment settlement checkbox, which is used to identify whether the current invoice payment has been settled or not. ExportNet use this checkbox record to generate an outstanding payment grouped by customer. This is quite useful to know if the invoice get paid or not and the payment situation of each customer to control their credit level.

| Outstanding Payment By Customer By Month | | | | | | | | |
|--|-----------------|------------|---|------------------|------|---------------|--------------------|------------------------|
| Customer GAP | | | | | | | | |
| Currency EUR | | | | | | | | |
| Start Date 1-Jan-2010 End Date 11-Dec-14 | | | | | | | | |
| Shipment No | Invoice No | Issue Date | Payment Settlement | Outstanding Days | Curr | Invoice Total | Outstanding Amount | Outstanding Amount USD |
| 28 | | 22-Sep-10 | <input checked="" type="checkbox"/> Invoice Settled | 1,542 Days | EUR | 127,544.50 | 0.00 | 0.00 |
| | | | | | | 127,544.50 | 0.00 | 0.00 |
| Currency USD | | | | | | | | |
| Shipment No | Invoice No | Issue Date | Payment Settlement | Outstanding Days | Curr | Invoice Total | Outstanding Amount | Outstanding Amount USD |
| 16 | | 22-Oct-10 | <input type="checkbox"/> Payment Outstanding | 1,512 Days | USD | 60.55 | 60.55 | 60.55 |
| 36 | invoice-testing | 19-Sep-11 | <input checked="" type="checkbox"/> Invoice Settled | 1,180 Days | USD | 2,557.30 | 0.00 | 0.00 |
| 40 | invoice-38 | 01-Jan-11 | <input checked="" type="checkbox"/> Invoice Settled | 1,441 Days | USD | 2,444.25 | 0.00 | 0.00 |
| 47 | INV-00047/09 | 11-Jul-11 | <input checked="" type="checkbox"/> Invoice Settled | 1,250 Days | USD | 719.78 | 0.00 | 0.00 |
| 77 | INV-00077/11 | 05-Feb-11 | <input type="checkbox"/> Payment Outstanding | 1,405 Days | USD | 91,520.00 | 91,520.00 | 91,520.00 |
| | | | | | | 97,301.88 | 91,580.55 | 91,580.55 |
| | | | | | | | | 67,724.80 |
| | | | | | | | | 67,769.61 |
| | | | | | | | | 91,580.55 |
| | | | | | | | | 67,769.61 |

Workgroup user name and password

Our database software by nature is being used by multiple user over a company network in order to get the most benefit of its information sharing purpose, thus a structural database is very powerful for business operation. On top of sharing data beyond merchandisers, user right control is also important to limit individual staff to access any sensitive information. In this connection, we have designed our database software with build-in user right workgroup to achieve this goal. Listed below is the build-in user name, password and their right.

By default, all users password is **123** for all logon names.

| <u>User name</u> | <u>password</u> | <u>right</u> |
|------------------|-----------------|------------------|
| Ibuyer.hk | 9119116644 | project designer |
| VP | 123 | admin |
| CEO | 123 | admin |
| Boss | 123 | admin |
| MMgr | 123 | all data user |
| ReadOnly | 123 | read only |
| AddOnly | 123 | add data only |
| EditOnly | 123 | edits data only |
| Merchan | 123 | sales modules |
| Merchan01 | 123 | sales modules |
| Merchan02 | 123 | sales modules |
| Merchan03 | 123 | sales modules |
| Merchan04 | 123 | sales modules |
| Merchan05 | 123 | sales modules |
| Shipping | 123 | shipping modules |
| Shipping01 | 123 | shipping modules |
| Shipping02 | 123 | shipping modules |
| Shipping03 | 123 | shipping modules |
| Shipping04 | 123 | shipping modules |
| Shipping05 | 123 | shipping modules |

That is for the ExportNet software and we really hope this database software can help increasing your company's profit margin and on the other hand providing competitive products. Hence, increase the added value of your company's product and services. Especially in the serious inflation of product and operating cost but extremely tight profit margin getting from retail market.