Virtual Office B2B

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Disclaimer: The screen shots below is for training purposes, it might be not exactly the same as yours.

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Chapter 1: Objectives

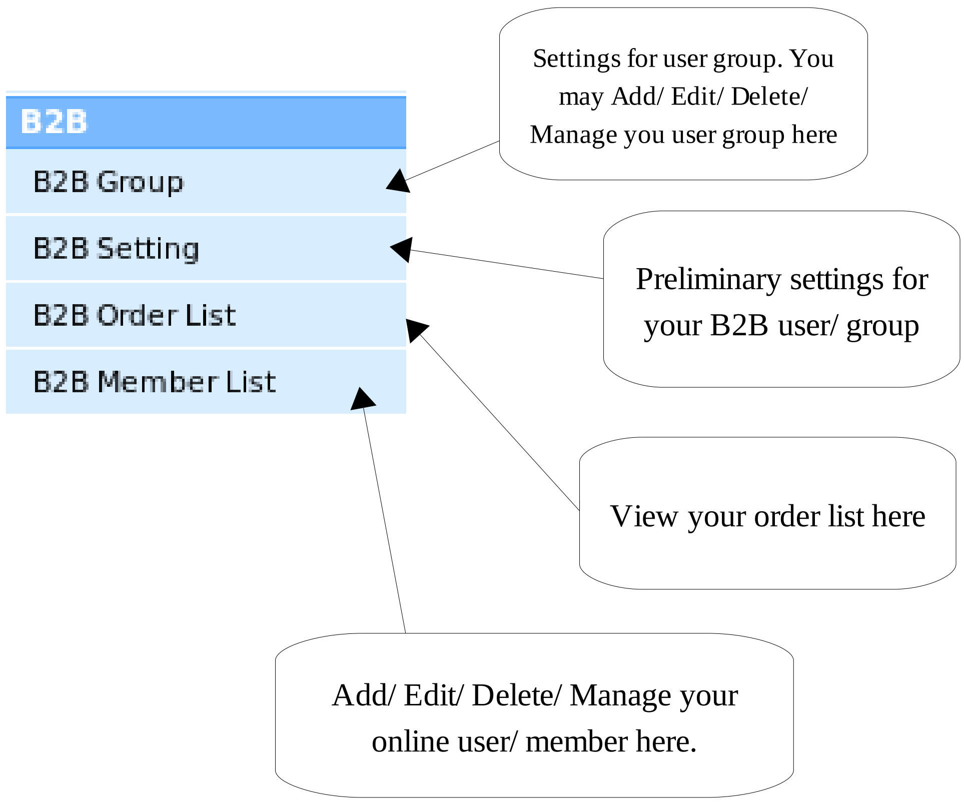
This manual will guide you on the configuration for Virtual Office B2B. B2B is an embedded tool which working closely with Virtual Office e-Catalogue. B2B allow you to monitor your e-commerce activities from a simple menu and easy understand interface.

Going through this manual, you will be able to master your Virtual Office B2B.

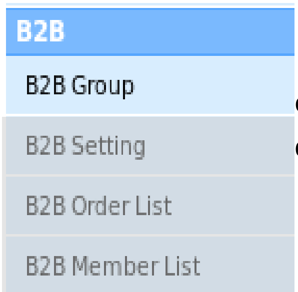
Chapter 2: Virtual Office B2B

B2B is stand for: Business to Business. In B2B, you will be able to view your online **Registered User** activities and transactions. The main different for B2B and B2C is, B2B user is a registered user but B2C was not.

From B2B panel, you will be able to Add/ Delete/ Modify/ Manage online registered user details and account information.



B2B Group



A tool allow you to manage your online user group. B2B Admin able to categorize user in different group and for each B2B group, B2B Admin may define into more specific definition such as: price group, discount type and etc.

Preview:

No.	Group Name	Discount Type	Discount Rate	Price	^GrpPrefix	Parent	Action
1	VIP	Discount by rate	0	Price		Oil Palm	Edit | Delete
2	Reseller	Discount by rate	10	Price			Edit | Delete
3	Oil Palm	Discount multiple price	0	Price			Edit | Delete

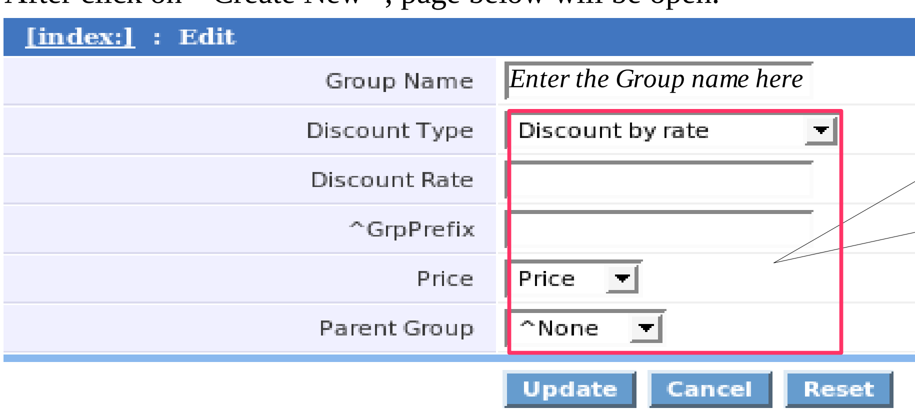
Create new | Update

click here to add a new group

Define a price group for the particular B2B group

Delete/ modify the B2B group information

After click on Create New , page below will be open.



define the group by these settings

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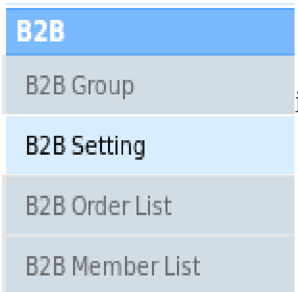
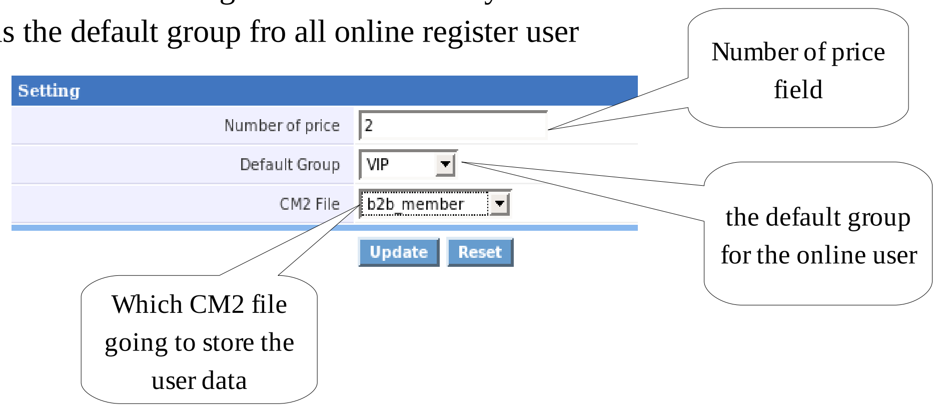
B2B Setting

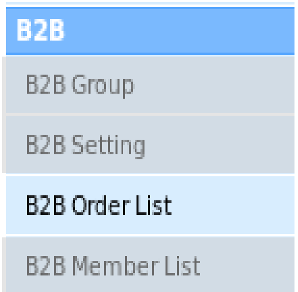


This is the setting for where to store your B2B member information and which is the default group fro all online register user



*For Your Information: What is CM2? CM2 is another tool of AfterOffice Virtual Office. The full name of CM2 is called, **Contact Manager 2**. This is a toll allow user to manage the customer contact details.*

B2B Order List



A tool allow you to view all of the order from your e-Catalogue user

Preview:

No	PO	Customer	Status	Date Purchased	num of item	Order Amount	Action
1	PO001	ABC Trading	Success	01/01/2007	20	1500.00	Detail
2	PO002	SH Sdn Bhd	Success	11/01/2007	50	2500.00	Detail

Click on Detail to check the order details. The page as below will show.

Customer Info
Name ABC Trading
Address 12, Jalan Kuching, Kuala Lumpur

Delivery Info
Name Manager
Address 12, Jalan Kuching, Kuala Lumpur

User Name : sales@abc.com
Comments :
Please delivery in time

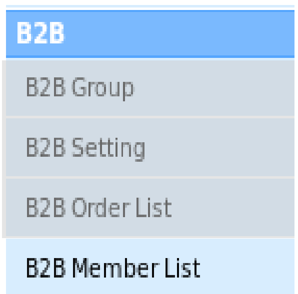
PO Info :
PO No : PO001

No	Product Name	Qty	Price ()	Amount ()
1	Memory Card 1GB	20	75.00	1500.00
			Total	1500.00

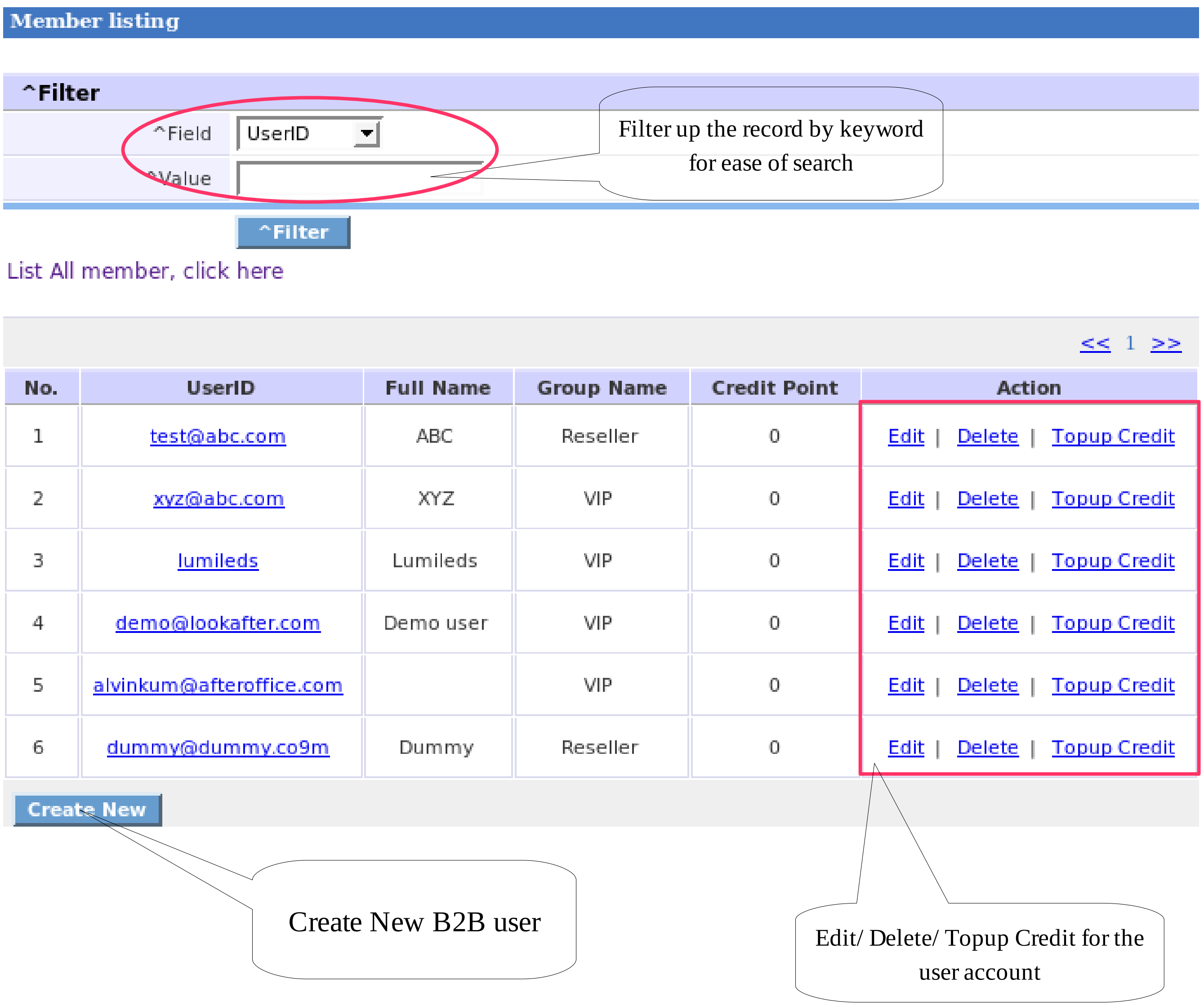
Status : Success
Remark :

Update Back

B2B Member list



Manage your online user here: Add/ Delete/ Credit Top up



No.	UserID	Full Name	Group Name	Credit Point	Action
1	test@abc.com	ABC	Reseller	0	Edit | Delete | Topup Credit
2	xyz@abc.com	XYZ	VIP	0	Edit | Delete | Topup Credit
3	lumileds	Lumileds	VIP	0	Edit | Delete | Topup Credit
4	demo@lookafter.com	Demo user	VIP	0	Edit | Delete | Topup Credit
5	alvinkum@afteroffice.com		VIP	0	Edit | Delete | Topup Credit
6	dummy@dummy.co9m	Dummy	Reseller	0	Edit | Delete | Topup Credit

When you click on Create New , a page will be open to allow user to enter new B2B member information.