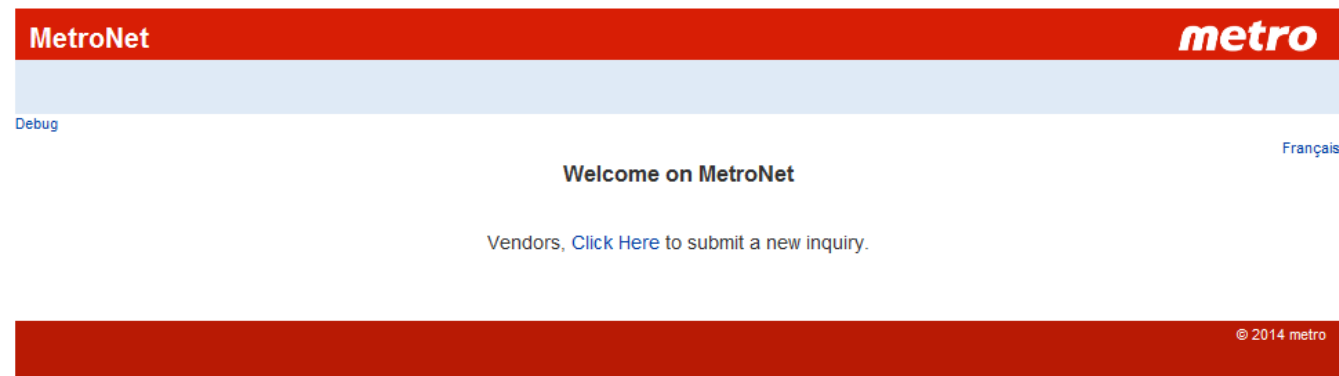


# METRO INC.

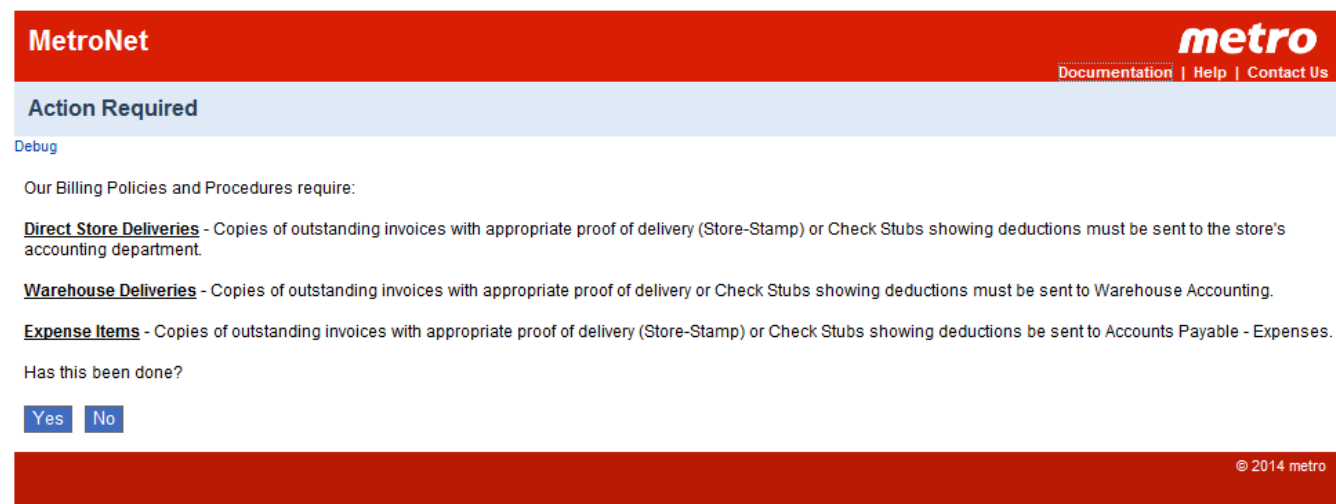
## METRONET DOCUMENTATION FOR VENDOR

Website address: metronet.metro.ca

### Welcome screen



### List of actions that should have been done



At the upper right corner of the screen, 3 links are available :

- \* Documentation : Copy of screens and explanations for new fields
- \* Help : Detailed information for choices available when completing a request
- \* Contact : List of mailing addresses and fax numbers

# METRO INC.

## Form to be completed by vendor - Part 1

**MetroNet** **metro**  
Help | Contact Us

**Vendor Request Form**

[Debug](#)

**Vendor Information**

Title	Demo - 2014-08-29	
Company *	Metro Richelieu Inc	
Vendor Number *	123456	
	<small>(Type '000000' as vendor number if and only if you do not have your vendor number yet.)</small>	
Transaction Type *	Warehouse delivery	Grocery
Vendor Name *	Vendor - Test	
Contact Name *	Contact - Test	
Contact Email *	richard.dionne@metro.ca	
Phone Number *	514-643-1000	Ext. <input type="text"/>
Fax Number	<input type="text"/>	
Request number of an old request	<input type="text"/>	

**Detailed Information Required**

Type of request *	Outstanding invoice	
Invoice Number *	456789	
Invoice Amount *	100.00	
Invoice Date *	05/08/2014	
PO Number	789456	


### New zones

Title : Use as a free field for description provided by the vendor to facilitate further communication

Request number of an old request : Old request number (To be filled if no answer was received for that request)

# METRO INC.

## Form to be completed by vendor - Part 2

Details of problem or request	<input type="text" value="Unpaid invoice #654321"/>
<small>(Details field is mandatory for "Payment amount is incorrect" or "Other payment inquires" request types)</small>	
Check Information or Electronic Payment Information	
Check number or Electronic payment number	<input type="text"/>
Reference number on check stub	<input type="text"/>
<small>(The reference number on check stub must be provided when a check number is entered)</small>	
Security code *	 <small>Type the characters (case sensitive) displayed in the above picture.</small> <input type="text" value="PA5RL"/>
Document	
C:\Metronet_test_attachm <input type="button" value="Parcourir..."/>	
<input type="button" value="Upload document"/>	
<small>The size of each individual file attached cannot exceed 4 MB. There remains 5 document(s) to upload.</small>	
<input type="button" value="Submit request"/>	

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### **New zone** Security Code

If needed, attachment should be uploaded before entering the Security code  
Up to 5 documents can be attached to a request.

When all mandatory zones are filled in, the request may be submitted

# METRO INC.

## Validation screen displayed before a request may be sent to Metro (part 1)

The contact e-mail address should be valid since future communication with vendor will be sent to that address.

**MetroNet** **metro**  
Help | Contact Us

**Vendor Request Form**

[Debug](#)

Please take a moment to ensure that the supplied information is exact. If you need to correct an error, please click the Back button below. If the information is accurate, click the Submit button.

**WARNING:**  
Since the information will be transferred via email, please ensure that the email address you provided is exact. Detailed explanatory documents will be transmitted by fax if an electronic format is not available. An acknowledgement will be sent to you as soon as we receive the request. You should receive a response within 7 business days.

---

**Vendor Information**

Title	Demo - 2014-08-29
Company	Metro Richelieu Inc
Vendor Number	123456
Transaction Type	Warehouse delivery - Grocery
Vendor Name	Vendor - Test
Contact Name	Contact - Test
Contact Email	richard.dionne@metro.ca
Phone Number	514-643-1000 Ext. N/A
Fax Number	N/A
Request number of an old request	

---

**Detailed Information Required**

Type of request	Outstanding invoice
Invoice Number	456789
Invoice Amount	100.00
Invoice Date	05/08/2014

# METRO INC.

## Validation screen displayed before a request may be sent to Metro (part 2)

PO Number	789456
Details of problem or request	Unpaid invoice #654321

Check Information or Electronic Payment Information	
Check number or Electronic payment number	N/A
Reference number on check stub	N/A

Document	
C:\Metronet_test_attachm	<input type="text" value="Parcourir..."/>
<input type="button" value="Upload document"/>	
<small>The size of each individual file attached cannot exceed 4 MB. There remains 5 document(s) to upload.</small>	

<input type="button" value="Back"/>	<input type="button" value="Submit"/>
-------------------------------------	---------------------------------------

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At this step, the request may be modified by clicking on the "Back" button

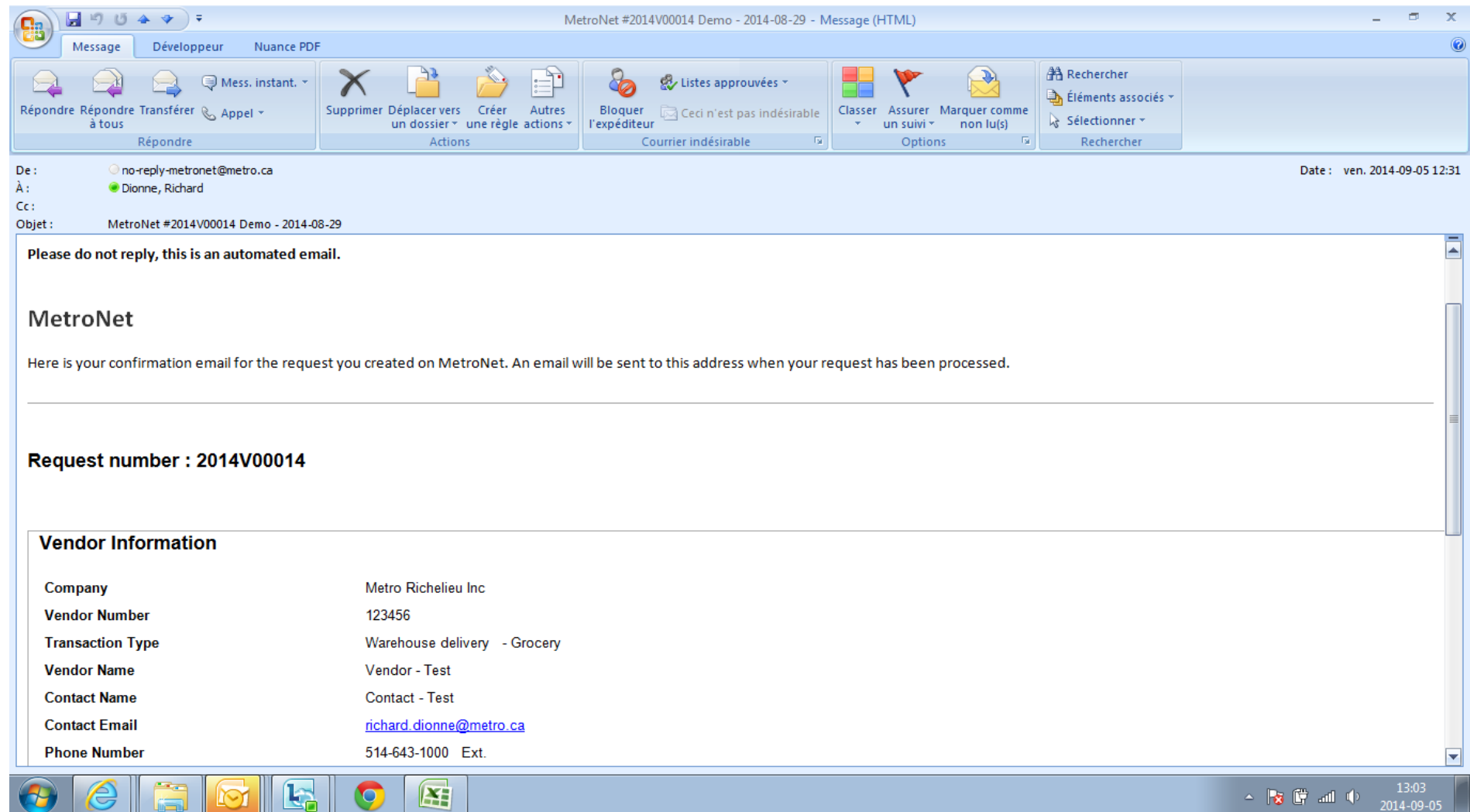
# METRO INC.

**Confirmation that the request has been received**  
A unique request number is assigned to each request

The screenshot shows a web page with a red header bar. On the left, it says "MetroNet". On the right, it says "metro" with "Help | Contact Us" below it. Below the header is a light blue bar with the text "Vendor Request Form". Underneath that is a grey area containing the following text: "Thank you for using MetroNet", "Request number: 2014V00014" (in red), "Please keep your request number for future communication. A confirmation email has been sent to you.", and "Click Here to submit a new inquiry." (with "Click Here" as a blue link). At the bottom right of the page, there is a red footer bar with the text "© 2014 metro".

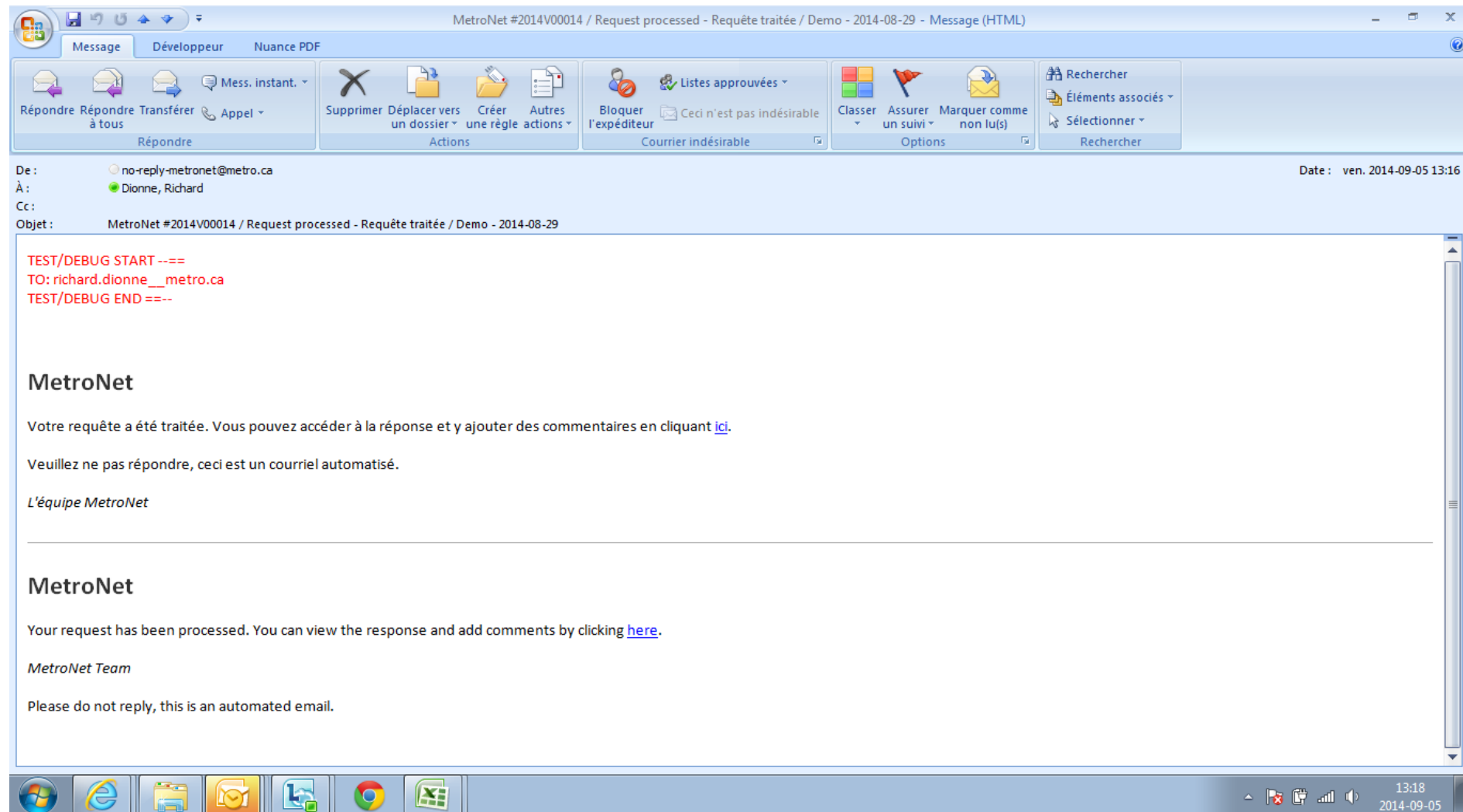
# METRO INC.

## E-Mail sent to the author of the request, including an image of the request



# METRO INC.

## E-mail sent to inform a vendor that a respond to his request is available



The header of the message includes the request number and the title provided by the vendor. As long as the vendor have access to the e-mail containing the link to the request, he may use it to consult the request.



# METRO INC.

## VENDOR SCREEN - Part 1

Screen displayed to vendor when he clicks on the link provided in the E-mail

MetroNet		metro	
<b>Request #2014V00014</b>			
<b>Vendor Information</b>			<a href="#">Send</a>
Title	Demo - 2014-08-29		
Company	Metro Richelieu Inc		
Vendor Number	123456		
Transaction Type	Warehouse delivery - Grocery		
Vendor Name	Vendor - Test		
Contact Name	Contact - Test		
Contact Email	richard.dionne@metro.ca		
Phone Number	514-643-1000 Ext. N/A		
Fax Number	N/A		
Request number of an old request	N/A		
<b>Detailed Information Required</b>			
Type of request	Outstanding invoice		
Invoice Number	456789		
Invoice Amount	\$100.00		
Invoice Date	05/08/2014		
PO Number	789456		
Details of problem or request	Unpaid invoice #654321		
<b>Check Information or Electronic Payment Information</b>			
Check number or Electronic payment number	N/A		
Reference number on check stub	N/A		

Image of the original request

# METRO INC.

## VENDOR SCREEN - Part 2

Screen displayed to vendor when he clicks on the link provided in the E-mail

The answer is displayed in the section "Communication (with Metro)" under the column "Comment".

A box is available to ask for additional information.

It is also possible to attach new documents. Documents should be uploaded before clicking on the "Send" button.

The "Send" button should be clicked to transfer the information to the Metronet Database.

Communication (with Metro)

Comment	Timestamp	Author
employee : Invoice was paid on check #147258	05/09/2014 1:13:55 PM	Metro

---

The size of each individual file attached cannot exceed 4 MB.  
There remains 5 document(s) to upload.

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Send

100%

# METRO INC.

A confirmation pop-up is displayed before updating the request

Detailed Information Required	
Type of request	Outstanding invoice
Invoice Number	456789
Invoice Amount	\$100.00
Invoice Date	05/08/2014
PO Number	789456
Details of problem or request	Unpaid invoice #654321

Check Information or Electronic Payment Information	
Check number or Electronic payment number	N/A
Reference number on check stub	N/A

Communication (with Metro)

RD Vendor : Amount paid (75\$) < Amount invoice

Comment	Timestamp	Author
employee : Invoice was paid on check #147258		Metro

The size of each individual file attached cannot exceed 4 MB.  
There remains 5 document(s) to upload.

Message de la page Web

Are you sure you want to send this response?

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# METRO INC.

Confirmation that the updated request has been received by Metro

**MetroNet** *metro*

Request #2014V00014

Your request is currently being processed.  
Metro will advise you of the progress of your file.  
Click [here](#) if you wish to create a new request.

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Further steps will be as for the initial request.