

### ▼ Online Catalog – Brief Description

Insight provides you with a dedicated insight.com website that makes it easy to find, buy, and manage software assets. This online tool gives you a single electronic source for managing all aspects of your account in real-time, at a global level. The many features of your customized—and customizable—insight.com site let you:

- Look up product information, availability, and customized pricing
- Place or save orders, automate order approvals through workflow tools
- Check order status and link to carriers' tracking systems
- Generate versatile purchase and invoice reports instantly
- Retrieve an up-to-the-minute snapshot of all of your software assets
- Quickly view the details of all your software contracts
- Share specific news of concern to your software buyers and users

### ▼ Online Catalog – 7 Key Differentiators

- **A True Global Offer:** Its more than just translation, insight.com's software portal enables you to implement common buying processes across the world.
- **Flexible Catalog Controls:** Catalogs are flexible; can be global, regional, by division, and more. You can control the list of available products that can be purchased.
- **Powerful Search and Product Display:** Flexible and powerful search engine performs basic search, keyword search, category-based search and parametric options (using filters) to help you find products fast. You can compare up to 3 products side by side to speed your purchasing decisions.
- **Real-time, customizable reporting:** Custom real-time reports; slice and dice your data by many variables (i.e. by vendor, date, spend, division code, location, etc.). Standard reports can be scheduled at any frequency (daily, weekly, monthly, quarterly, annually, providing the needed information at your fingertips.
- **B2B and EDI Offering and Expertise:** We currently support more than 150 B2B integrations; we bring extensive experience helping companies gain the benefits of their e-Procurement systems.
- **Workflow Management:** Insight Workflow acts as a purchasing safety net, automating end-to-end software purchases by providing approval routing and controls that mirror your internal approval processes. It eliminates the endless e-mail and paper chase inherent with manual order approval processes while providing the control you need.
- **Order Invoice and Status Tracking:** Easily track invoices against orders, and orders to delivery date.

### ▼ Online Services

Insight has been in the IT business for more than two decades, so we know the ins and outs of enterprise software procurement. We help streamline your buying procedures so you stay in compliance and avoid over-spending, unauthorized purchases, and costly fines and audits. Our online and e-procurement services give you personalized control over your software purchasing, and our years of experience in software licensing make us the premier volume licensing expert.

With just a few clicks of your mouse button, your end users or procurement staff can easily search for and place an order. Please see information and screen shots below to review the features of our software account website.

### ▼ Insight Shop.com Website

Insight continues to make significant investments in systems and tools that help you control costs, and our customizable online account center is at the center of this strategy. Here, you'll find features that help you centralize software procurement, while giving individual departments or affiliates the flexibility they need:

**Account Name :** SEVEN SEAS GLOBAL TRADING / Garland, TX US  
**Billing Account / Usage Country :** 1266646 / US >> [Change](#)

English  LOGOUT

Keyword Search  Advanced Search

Account Home | Account Team | User Guide | 0 items

PRODUCTS | ORDERS | INVOICES | REPORTS | CONTRACTS | ADMINISTRATION | HARDWARE

**SHORTCUTS**

- » Personal Favorites
- » Company Favorites
- » Saved Quotes
- » Order Search
- » Invoice Search
- » Modify Shortcuts

**RESOURCES**

- » View our eSeminars

**Seven Seas**  
GLOBAL TRADING COMPANY

**Seven Seas Admin**  
Welcome to your online account!

**SEVEN SEAS GLOBAL TRADING Company News**

Our Microsoft Office Licenses are purchased on Agreement Number 2243546. Please go to "Contracts" on the navigation menu to see details about our agreement with Insight. Please check the [Software Licensing Programs](#) for more info.

**Insight Account News**

**NEW: Software Spectrum is Now Insight!**  
 As of April 1, Software Spectrum is officially Insight. Your online account and features will continue as is until further notice, for uninterrupted online purchasing.  
 ■ [More Information](#)

**Weekly Scheduled Maintenance**  
 Routine systems maintenance is scheduled at the end of each week: *Fridays 9:30-10:00pm U.S. CDT*

**Chinese Language Support**  
 Insight is pleased to announce Chinese language support for online accounts. Menus and page content display in Simplified Chinese. From the page header, use the "Language" drop-down to select English, German, French, Spanish, Italian, Canadian French or Simplified Chinese.

**Workflow Approval Order Editing**  
 The latest enhancement to Insight Workflow Ordering allows approvers to edit an order prior to approval.  
 ■ [More Information](#)

Insight workflow makes order management even easier >>

## Welcome Screen

**Intuitive interface:** Your Insight shop.com website is the most advanced, user-friendly system in the business, putting you firmly in control of your software expenditure. Whether you're running procurement reports or purchasing new software for your group, managing your software has never been easier.

**Custom catalogs:** Enforce company standards, reduce maverick spending, and leverage global buying power. Your Insight shop.com website supports multiple agreements, product lists, and pricing structures, seamlessly integrating all the various facets of your enterprise into one centralized system. So you can leverage the buying power of your entire organization, while delivering the level of purchasing and negotiating responsibility specific geographic regions may require.

**Flexible administration:** It's simple to create unique user profiles when you need to control access to your online account by job function, purchasing authority, or other criteria. You can also customize separate account centers to serve the needs of various business units or geographic regions.

**Workflow Tools:** With the click of a button you can set up highly configurable automatic order routing for customized approval processes. Options include single or multi-tiered approvers, dollar thresholds, order amounts, parts lists, e-mail reminders, and more.

**Account Name :** SEVEN SEAS GLOBAL TRADING / Garland, TX US  
**Billing Account / Usage Country :** 1266646 / US >> [Change](#)

English **LOGOUT**

[Account Home](#) | [Account Team](#) | [User Guide](#) | [0 items](#)

[PRODUCTS](#) | [ORDERS](#) | [INVOICES](#) | [REPORTS](#) | [CONTRACTS](#) | [ADMINISTRATION](#) | [HARDWARE](#)

[Advanced Search](#)

### Workflow Console

[Create Workflow](#)
[Search Workflows](#)
[Replace Approver](#)
[Workflow Tracker](#)
[Workflow Manual](#)

Workflow Name	Description	# of Rules	# of Users Workflow Applies to	Approvers	Orders in Workflow	Delete
<a href="#">QTPAutomation24614</a>		4	1	2	0	
<a href="#">South Central Region</a>	Checkout Selection	7	4	8	0	
<a href="#">Southeast</a>	Checkout Selection	5	2	6	2	
<a href="#">West Region</a>	Currency Tier	1	1	3	0	

## Workflow Console

**Streamlined product searching and ordering:** We continue to make improvements to your Insight shop.com website, so performance is faster than ever! Our full text search engine lets you search by keyword, description, manufacturer, and more. Visuals and box shots draw your eye quickly to the products you're looking for, and you can now click and add to your shopping cart directly from the search results page.

### Search

The [Country of Usage](#) is currently **US**. [Change](#)  
Your search resulted in 64 items.

[View Abbreviations](#)
[View Product Types](#)

☒ Display Images

[Product Research Request](#)
[Refine Search](#)
[New Search](#)

[Licenses \(41\)](#)
[Shrinkwrap \(9\)](#)
[Media \(5\)](#)
[Support & Maintenance \(7\)](#)
[ESD \(2\)](#)



Insight Part # Mfg Part #	<a href="#">Compare</a>	Product Description	Price	Shopping Cart	Personal Favorites	Company Favorites
<b>ADOBE SYSTEMS</b>						
A158277 12020350	<input type="checkbox"/> Check to compare	<b>Adobe Acrobat Professional - ( v. 8.0 )</b> - complete package - 1 user - CD - Mac - Universal English - 1 - Adobe Systems	448.00 USD			
A163460 22020389	<input type="checkbox"/> Check to compare	<b>Adobe Acrobat Professional - ( v. 8.0 )</b> - complete package - 1 user - CD - Win - Canadian French - 1 - Adobe Systems	448.00 USD			
A158283 22020403	<input type="checkbox"/> Check to compare	<b>Adobe Acrobat Professional - ( v. 8.0 )</b> - complete package - 1 user - CD - Win - Universal English - 1 - Adobe Systems	448.00 USD			
A163001 12020336	<input type="checkbox"/> Check to compare	<b>Adobe Acrobat Professional - ( v. 8.0 )</b> - complete package - 1 user - DVD - Mac - Canadian French - 1 - Adobe Systems	448.00 USD			
A158355 22020462	<input type="checkbox"/> Check to compare	<b>Adobe Acrobat Professional - ( v. 8.0 )</b> - version / product upgrade package - 1 user - upgrade from Standard - CD - Win - Universal English - 1 - Adobe Systems	159.00 USD			

## Product Search Results

**Compare Multiple Products Simultaneously:** Unsure which product you need? Your Insight shop.com website lets you compare product details side by side. No more flipping back and forth between several manufacturers' websites!

## Compare Products

[Back](#)

		
Insight Part #	<b>M216418</b>	<b>M216419</b>
Product Title	Exchange Standard	Exchange Standard
Language	US English	US English
# of Users		
Product Description	Microsoft Exchange Server 2007 Standard CAL - License - 5 device CALs - Win - English - 1 - Microsoft	Microsoft Exchange Server 2007 Standard CAL - License - 5 user CALs - Win - English - 1 - Microsoft
Media Description		
Manufacturer Part #	<b>381-03588</b>	<b>381-03587</b>
Manufacturer Name	Microsoft	Microsoft
Long Description	N/A	N/A
Part Version	2007	2007
UNSPSC ID	43232702	43232702
UNSPSC Description	Desktop communications software	Desktop communications software
Level Description		
Hardware Compatibility		
Platform	PC	PC
License Pricing	Standard	Standard
License Quantity	<b>5 device CALs</b>	<b>5 user CALs</b>

## Product Comparisons

**Industry-Leading Product Information:** Your Insight shop.com website gives you the most complete and current product information available. Data is presented in an organized template format, and features license and technical specifications and requirements.

## Product Description



**Adobe Acrobat Professional - ( v. 8.0 ) - complete package - 1 user - CD - Mac - Universal English - 1 - Adobe Systems**

**Insight Part #:** A158277  
**Mfg Part #:** 12020350  
**Customer Price:** 448.00 USD  
**Retail/List Price:** 449.00 USD  
**Customer Discount:** 0.22%

**UNSPSC Code:** 43232112  
**UNSPSC Category:** Desktop publishing software  
**Platform:** Mac  
**Usually Ships:** Item usually ships within 5-10 business days

[New Search](#)

[Back](#)

## Product Details

Adobe Acrobat 8 Professional software enables business professionals to reliably create, combine, and control Adobe PDF documents for easy, more secure distribution, collaboration, and data collection. Easily create Adobe PDF documents from Microsoft Office, Outlook, Internet Explorer, Project, Visio, Access, Publisher, AutoCAD, Lotus Notes, or any application that prints. Combine documents, drawings, and rich media content into a single, polished Adobe PDF document. Optimize file size, and arrange files in any order regardless of file type, dimensions, or orientation. Enable users of Adobe Reader software (version 7.0 or 8) to participate in shared reviews. Use the Start Meeting button to collaborate in real-time with the new Adobe Acrobat Connect line of products. Easily collect and distribute forms, combine collected forms into a searchable, sortable PDF package, and export collected data into a spreadsheet (Windows only). Control access to and use of Adobe PDF documents, assign digital rights, and maintain document integrity.

### Specifications

Product Description	Adobe Acrobat Professional - ( v. 8.0 ) - complete package
Category	Creativity application
Subcategory	Creativity - desktop publishing
Version	8.0
License Type	Complete package
License Qty	1 user
License Pricing	Standard
Language(s)	Universal English
Platform	MacOS
Distribution Media	CD-ROM
Package Type	Retail
OS Required	Apple MacOS X 10.4.3
Peripheral / Interface Devices	DVD-ROM, XGA monitor
System Requirements Details	PowerPC G3 - RAM 256 MB - HD 1060 MB

## Product Description

**Review Shopping Cart Details:** Your Insight shop.com website allows you to print, update, empty, or add items to your shopping cart. If you're not ready to place your order, you can save these items as a quote and purchase your products later.

Account Name : SEVEN SEAS GLOBAL TRADING / Garland, TX US  
Billing Account / Usage Country : 1200048 / US >> [Change](#)

English [LOGOUT](#)

Keyword Search [GO](#) [Advanced Search](#)

INST Part # Qty [Add to cart](#)

[Account Home](#) | [Account Team](#) | [User Guide](#) | [1 Item](#)

[PRODUCTS](#) | [ORDERS](#) | [INVOICES](#) | [REPORTS](#) | [CONTRACTS](#) | [ADMINISTRATION](#) | [SOFTWARE ASSET MGT](#)

## SHOPPING CART DETAILS

[Printer Friendly Format](#) [Update Cart](#) [Empty Cart](#) [Add Items](#) [Save As Quote](#) [Process >>](#)

Insight Part # Mfg Part #	Qty	Description	Availability	Country Of Usage	Unit Price	Extended Price	Delete
M216415 005-04940	1	Microsoft Office Excel 2007 - Complete package - 1 PC - CD - Win - English - 1 - Microsoft	Item usually ships within 5-10 business days	UNITED STATES	218.00 USD	218.00 USD	<a href="#">X</a>

Product Total: 218.00 USD

Payment Method: [Purchase Order](#)

[Printer Friendly Format](#) [Update Cart](#) [Empty Cart](#) [Add Items](#) [Save As Quote](#) [Process >>](#)

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### Shopping Cart Details

[PRODUCTS](#) | [ORDERS](#) | [INVOICES](#) | [REPORTS](#) | [CONTRACTS](#) | [ADMINISTRATION](#) | [SOFTWARE ASSET MGT](#)

## SHOPPING CART CHECKOUT

[Search Shipping Addresses](#)

**Shipping Information**

Ship To: 2100 MERRITT DRIVE, GARLAND, TX  
 \* Company: SEVEN SEAS GLOBAL TRADING COMPANY  
 Attn:  
 \* Address: 2100 MERRITT DRIVE  
 \* City: GARLAND  
 \* State/Province: TEXAS  
 \* Postal: 75041  
 Country: UNITED STATES

**Billing Information**

\* Company: SEVEN SEAS GLOBAL TRADING  
 Attn: ACCOUNTS PAYABLE  
 \* Address: 2140 MERRITT DR  
 \* City: Garland  
 \* State/Province: TEXAS  
 \* Postal: 75041  
 Country: US

**Payment Terms**

Payment Terms: NET 30

**Shipping Method**

\* Shipping Method: UPS GROUND .... 6.00  
 Total Freight Amount: 6.00 USD

**Order Contact Information**

\* Contact Name: Cara Balint  
 \* Contact Phone: 4562  
 \* Contact Email: cara.balint@insight.com

**Accounting Information**

DEPT CODE: (NONE)  
 \* END USER:

**Ordering Defaults**

Save time placing orders with order defaults. By saving an order default, the order settings—shipping, shipping method, order contact, payment and accounting information—will auto populate on subsequent orders. When an order default is no longer needed, simply restore your original values.

☐ Save this information as your default

(\*) = Required Fields

[Back](#) [Save As Quote](#) [Save As Template](#) [Place Order](#)


Insight Part # MFG Part #	Qty	Description	Unit Price	Extended Price
M216415 005-04940	1	Microsoft Office Excel 2007 - Complete package - 1 PC - CD - Win - English - 1 - Microsoft	218.00 USD	218.00 USD

Product Total: 218.00 USD  
 Freight: 6.00 USD  
 Subtotal: 224.00 USD  
 Tax: 18.48 USD  
 Total: 242.48 USD

### Shopping Cart Checkout

**Order Processing Confirmation:** Upon submission of your online order, you are presented with an onscreen order confirmation. Insight also provides emailed notification as your online order is processed, including an order confirmation and shipment notifications as shown below.

**From:** Insight Order Acknowledgement  
**Sent:** Friday, April 20, 2007 2:20 PM  
**To:** Order Contact  
**Subject:** Insight - Order Confirmation - SO# 116160 PO# 88-19



## Order Confirmation

Thank you for ordering from Insight; we appreciate your business. With this email, anyone in your organization can track the status of this order quickly and easily. Just click on the link below.

[View The Latest Information Regarding This Order](#)





<b>Order Confirmation #</b>	116160
<b>Order Date</b>	20-Apr-2007

Order Contact Information	
<b>Contact Name</b>	ORDER CONTACT
<b>Company Name</b>	SEVEN SEAS GLOBAL TRADING CO.
<b>Fax Number</b>	800-555-2323
<b>E-mail Address</b>	JOEUSER@SEVENSEAS.COM

Billing Address	Shipping Address
SEVEN SEAS GLOBAL TRADING CO. ACCOUNTS PAYABLE 2140 MERRITT DRIVE GARLAND, TX 75041	SEVEN SEAS GLOBAL TRADING CO. JOE USER / P.O.#88-19 2140 MERRITT DRIVE GARLAND, TX 75041

Payment Information	Shipping Instructions
<b>Credit Card Number</b> ***** 68720	ESD
<b>Expiration Date</b> Jun-2009	
<b>Card Holder's Name</b> JOE S. USER	
<b>Customer Number</b> TECHSMITH SNAGIT 8	
Comments	
<b>Description 1</b>	PO#88-19
<b>Description 2</b>	
<b>Description 3</b>	
<b>Description 4</b>	

Line No	Insight Part ID	Mfr Part ID	Description	Qty Ordered	Unit Price	Ext Price
1	T47445	SNA009-E	TechSmith Snagit 8.x MP 5-9 User ESD (EU,\$/U, NR) MEDIA: ELECTRONIC SW DISTRIBUTION	5	20.56 USD	102.80 USD
						<b>Freight</b> 0.00 USD
						<b>Handling</b> 0.00 USD
						<b>Subtotal</b> 102.80 USD

 In-Stock. Item will ship within 24 hours.  
 Back-ordered. Item will ship when available.  
 Item will ship direct from manufacturer's warehouse  
 Non-shippable/invoice only product.

## Email Order Confirmation

**From:** Insight Order Acknowledgement  
**Sent:** Tuesday, April 24, 2007 7:30 AM  
**To:** Order Contact  
**Subject:** Insight - Shipment Notification



## Shipment Confirmation

Thank you for choosing to place your order with Insight. We appreciate your business. If you have any questions concerning your order, please contact your Insight Customer Account Services Team.

For the latest information on the status of your orders, go to Insight's online [Order Status](#) feature.

If you would prefer to receive your confirmations via fax or not to receive them in the future, please contact your Account Services Team or go to Your Personal Profile in the Account Center to disable this functionality. To access the Account Center, please go to our website at [Insight.com](#).

<b>Order Confirmation #</b>	116160
<b>Order Date</b>	20-Apr-2007

Order Contact Information	
<b>Contact Name</b>	ORDER CONTACT
<b>Company Name</b>	SEVEN SEAS GLOBAL TRADING CO.
<b>Fax Number</b>	800-555-2323
<b>E-mail Address</b>	JOEUSER@SEVENSEAS.COM

Billing Address (Account #1330409)	Shipping Address
SEVEN SEAS GLOBAL TRADING CO. ACCOUNTS PAYABLE 2140 MERRITT DRIVE GARLAND, TX 75041	SEVEN SEAS GLOBAL TRADING CO. JOE USER / P.O.#88-19 2140 MERRITT DRIVE GARLAND, TX 75041

Payment Information	Shipping Instructions
<b>Credit Card Number</b> ***** 68720	ESD
<b>Expiration Date</b> Jun-2009	
<b>Card Holder's Name</b> JOE S USER	
<b>Customer Number</b> TECHSMITH SNAGIT 8	
<b>Description 1</b>	<b>Comments</b>
<b>Description 2</b>	PO# 88-19
<b>Description 3</b>	
<b>Description 4</b>	

Insight Part ID	Mfr Part ID	Description	Qty Ordered	Qty Shipped	Ship Date	Tracking No
T47445	TESMC	TechSmith Snagit 8.x MP 5-9 User ESD (EU,\$/U,NR)	5	5	Apr-23-2007	0

## Email Shipment Confirmation

**Order Status & Tracking:** Your Insight shop.com website puts you in charge from the time you place an order. Track orders and their estimated ship dates, request returns online—even change or cancel orders before they close.

**Account Name :** SEVEN SEAS GLOBAL TRADING / Garland, TX US  
**Billing Account / Usage Country :** 1266646 / US >> [Change](#)

English  
 LOGOUT

Keyword Search  [Advanced Search](#)  
INST Part# Qty

[Account Home](#) | [Account Team](#) | [User Guide](#) | [0 items](#)

[PRODUCTS](#) | [ORDERS](#) | [INVOICES](#) | [REPORTS](#) | [CONTRACTS](#) | [ADMINISTRATION](#) | [HARDWARE](#)

### Order Search

Order Date: Start Date: Apr 3 2007 End Date: Apr 18 2007  
Order #: PO #: Recipient Name:  
Part #: PO Release #: Buyer Name:  
Include: ☒ Open Orders ☒ Closed Orders ☒ New-In Process  
Include: ☒ Orders with Shippable Products ☒ Orders with NonShippable Products  
Account Selections: My Accounts ☒ Default ☒ View Account Hierarchy

Account Name	Number	Address	City	State	Country
<input type="checkbox"/> VIVA OFFICE SUPPLY	736896				
<input type="checkbox"/> VIVA OFFICE SUPPLY	736897				
<input type="checkbox"/> VIVA OFFICE SUPPLY	722573				
<input checked="" type="checkbox"/> ACME WIDGETS (TEST ACCOUNT)	156634	MALLARD HOUSE	HIGH WYCOMBE	GB	
<input checked="" type="checkbox"/> SEVEN SEAS GLOBAL TRADING	1338877	22720 E MISSION	LIBERTY LAKE	WA	US
<input checked="" type="checkbox"/> SEVEN SEAS GLOBAL TRADING	1342960	3480 LOTUS DR	PLANO	TX	US
<input checked="" type="checkbox"/> SEVEN SEAS GLOBAL TRADING COMPANY	1266648	10 KINGSBRIDGE GARDEN CIRCLE	MISSISSAUGA	ON	CA
<input checked="" type="checkbox"/> SEVEN SEAS GLOBAL TRADING COMPANY	1279356	LOCKED BAG 3333	BROOKVALE	NS	AU

Italicized accounts are currently inactive.

## Order Search

Order Summary							Save As Excel
Order Date	Order #	PO #	Order Contact	ShipTo	Order Status	Total	
<b>Account # 1266646 - SEVEN SEAS GLOBAL TRADING</b>							
Sep-19-2006	<a href="#">97581</a>	111	ROBIN	DALLAS, TX US	Pending Workflow	964.00 USD	
Sep-14-2006	<a href="#">97363</a>	333	ROBIN	DALLAS, TX US	Pending Workflow	701.39 USD	
Sep-14-2006	<a href="#">11225570</a>	123456	TEST SAMANTHA	GARLAND, TX US	Completed	9,062.24 USD	
Sep-12-2006	<a href="#">97241</a>	123	ROBIN	DALLAS, TX US	Pending Workflow	1,138.32 USD	
Sep-12-2006	<a href="#">97211</a>	1234	DEMO USER	GARLAND, TX US	Pending Workflow	16.00 USD	
Sep-8-2006	<a href="#">97046</a>	TEST	DEMO USER	GARLAND, TX US	Denied	569.16 USD	
Sep-7-2006	<a href="#">97000</a>	TEST	DEMO USER	GARLAND, TX US	Pending Workflow	132.23 USD	
Apr-22-2006	<a href="#">10961688</a>	THISISTEST	ALICIA PETRELLI	GARLAND, TX US	Completed	74.00 USD	

## Order Search Results

**ORDER DETAIL**

**Order #:** 10961688  
**Order Date:** Apr-22-2006

**Order Contact:** Alicia Petrelli  
781-996-4125  
alicia.petrelli@level3.com

**Billing Address**  
Seven Seas Global Trading  
Accounts Payable  
2140 Merritt Drive  
Garland, Tx 75041

**Shipping Address**  
Seven Seas Global Trading Company  
2100 Merritt Drive  
Garland, Tx 75041

**Payment Information**  
Account #: 1266646  
Purchase Order #: Thisistest  
Payment Terms: Net 30

**Accounting Information**  
Dept Code : (none)

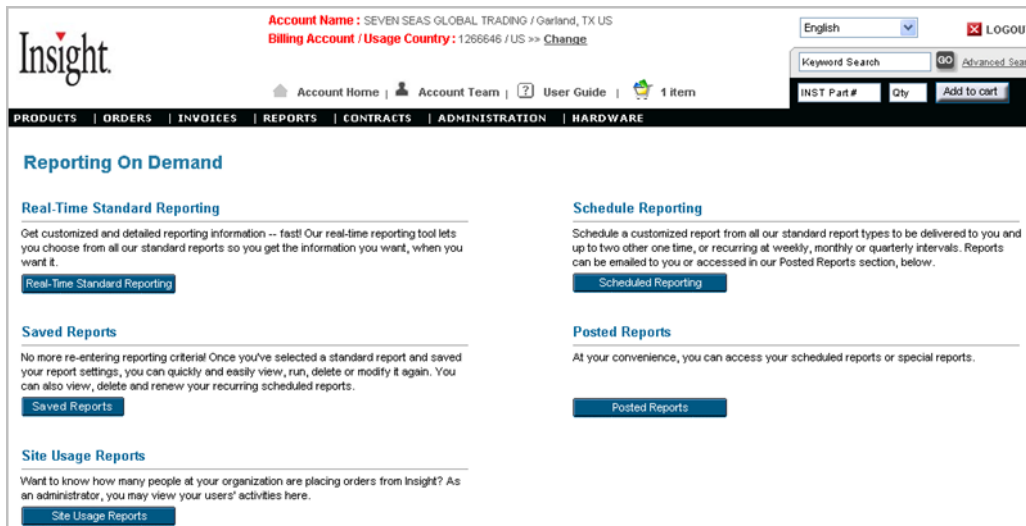
Part #	Description	Qty	Unit Price	Ext. Price	Status	Invoice
M169187	MS Proofing Tools 2003 32 Bit Win CD English	1	74.00	74.00	Qty 1 Shipped Apr-24-2006 UPS GROUND	<input type="button" value="Track It"/>

**Total (Does not include tax or shipping charges)** 74.00 USD

## Order Tracking

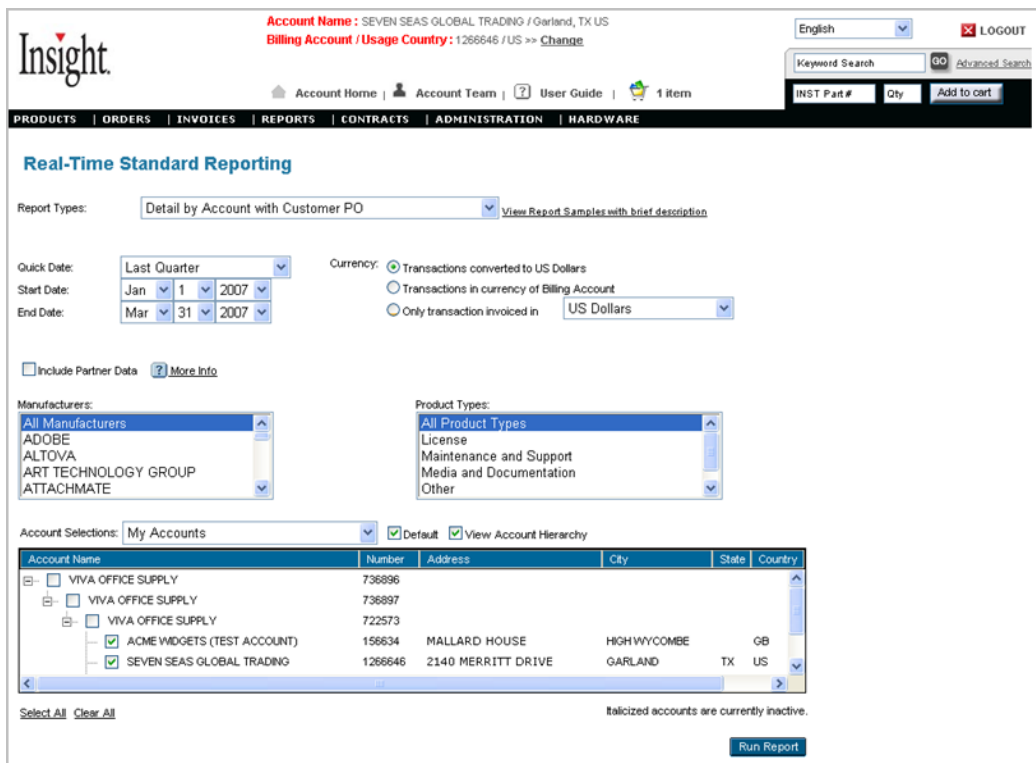


**The Reports You Need—On Demand:** Your Insight shop.com website's reporting capabilities are unsurpassed, offering accurate, clearly formatted reports when you need them. So it's easy to analyze and understand your software expenditure. Twenty three pre-formatted reports are available on demand 24 hours a day, seven days a week, and the SmartTracker feature lets you customize your data even further—streamlining PO-to-invoice reconciliation. Easily allocate purchases to specific cost centers, business units, departments, or projects.



The screenshot shows the 'Reporting On Demand' main screen. At the top, it displays account information: 'Account Name: SEVEN SEAS GLOBAL TRADING / Garland, TX US' and 'Billing Account / Usage Country: 1266646 / US >> Change'. There is a language dropdown set to 'English' and a 'LOGOUT' button. A search bar with 'Keyword Search' and 'GO' buttons is present, along with an 'Advanced Search' link. Below the search bar is a navigation menu with links: 'Account Home', 'Account Team', 'User Guide', and '1 Item'. The main navigation bar includes: 'PRODUCTS', 'ORDERS', 'INVOICES', 'REPORTS', 'CONTRACTS', 'ADMINISTRATION', and 'HARDWARE'. The 'Reporting On Demand' section is divided into four columns: 'Real-Time Standard Reporting' (with a 'Real-Time Standard Reporting' button), 'Schedule Reporting' (with a 'Scheduled Reporting' button), 'Saved Reports' (with a 'Saved Reports' button), and 'Posted Reports' (with a 'Posted Reports' button). There is also a 'Site Usage Reports' section with a 'Site Usage Reports' button.

Reporting on Demand Main Screen



The screenshot shows the 'Real-Time Standard Reporting' screen. It features a 'Report Types' dropdown set to 'Detail by Account with Customer PO' and a link to 'View Report Samples with brief description'. Below this are 'Quick Date' and 'Start Date' dropdowns, with 'Last Quarter' and 'Jan 1 2007' selected respectively. The 'End Date' is set to 'Mar 31 2007'. There are radio buttons for 'Currency': 'Transactions converted to US Dollars' (selected), 'Transactions in currency of Billing Account', and 'Only transaction invoiced in' (with a dropdown set to 'US Dollars'). There is a checkbox for 'Include Partner Data' and a 'More Info' link. Below these are two lists: 'Manufacturers' (with 'All Manufacturers' selected) and 'Product Types' (with 'All Product Types' selected). The 'Account Selections' dropdown is set to 'My Accounts', with checkboxes for 'Default' and 'View Account Hierarchy'. A table lists accounts with columns: 'Account Name', 'Number', 'Address', 'City', 'State', and 'Country'. The table shows several accounts, including 'VIVA OFFICE SUPPLY' and 'ACME WIDGETS (TEST ACCOUNT)'. A 'Run Report' button is at the bottom right. A note at the bottom states: 'Italicized accounts are currently inactive.'

Account Name	Number	Address	City	State	Country
VIVA OFFICE SUPPLY	736896				
VIVA OFFICE SUPPLY	736897				
VIVA OFFICE SUPPLY	722573				
ACME WIDGETS (TEST ACCOUNT)	156634	MALLARD HOUSE	HIGHWYCOMBE	GB	
SEVEN SEAS GLOBAL TRADING	1266646	2140 MERRITT DRIVE	GARLAND	TX	US

Real-Time Standard Reporting

**Currency & Language Support:** Your Insight shop.com website supports multiple currencies and seven languages including English, German, French, Spanish, Italian, French Canadian, and simplified Chinese. Access a language or a currency with a single click of the mouse.



Language Selection

### Change Billing Account

**Current Billing Account**

Account Center	Account Number	Billing Account Name and Address	Payment Method	Currency	Usage Country	Change
Seven Seas Global Trading Company (Demo Account - Test)	1266646	SEVEN SEAS GLOBAL TRADING 2140 MERRITT DRIVE Garland, TX US 75041	Purchase Order	USD US Dollars	UNITED STATES	Change Usage Country

**Available Billing Accounts** Quick Find:  Show All

Account Center	Account Number	Billing Account Name and Address	Payment Method	Currency	Usage Country	Change
5 accounts match the search criteria.						
Seven Seas Global Trading Company	156634	ACME WIDGETS (TEST ACCOUNT) MALLARD HOUSE PEREGRINE BUSINESS PARK GOMM ROAD, HIGH WYCOMBE HP13 7DL UNITED KINGDOM	Purchase Order	GBP Britain (Pounds Sterling)	UNITED KINGDOM	Change Billing Account
Seven Seas Global Trading Company	1266646	SEVEN SEAS GLOBAL TRADING 2140 MERRITT DRIVE Garland, TX 75041 UNITED STATES	Purchase Order	USD US Dollars	UNITED STATES	Change Billing Account
Seven Seas Global Trading Company	1266648	SEVEN SEAS GLOBAL TRADING COMPANY 10 KINGSDRIDGE GARDEN CIRCLE SUITE 301 MISSISSAUGA, ON L5R 3K5 CANADA	Credit Card	CAD Canada Dollars	CANADA	Change Billing Account

Billing Account/Currency Selection