

Qmerit Marketplace and the Best Value Finder User's Guide

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1. Introduction

The Qmerit Marketplace is a procurement solution which allows you to purchase building materials for engineering, operations, administration, construction and more by using a unified shopping cart and at discounted pricing. This document will walk you through being invited into the system and the many purchasing options.

Qmerit's Best Value Finder (BVF) is a Google Chrome browser extension that automatically finds the supplier with the lowest total cost for the item you are searching for online. For example, if you're looking for a 24-foot ladder on HomeDepot.com, our BVF will instantly alert you if one of your company's preferred suppliers has it for a lower total cost.

As you find products you want to purchase, you can add these products to a single shopping cart even if they come from different preferred suppliers. For example, let's say you're on HomeDepot.com and the BVF finds a lower price for the Duracell batteries you're looking for at Grainger, the 24-foot ladder you're looking for at HD Supply, and the paper towels you're looking for at Office Depot. You simply click the Add to Cart button for each item and the BVF will place them in one shopping cart. When you checkout, separate orders will be sent to each supplier and they will ship your products to you. This not only saves your company money, but it saves you time!

In this document, we will walk you through how to join Qmerit Marketplace and your many types of purchasing options.

Instructions and procedures for Qmerit's Marketplace can be found in this document, Qmerit's Marketplace User's Guide, or by contacting the Qmerit Customer Success team (INFO). Our searching capabilities, interface, and supported suppliers are always advancing and updating. Be sure to check back for updated documentation.

2. System Requirements

To use our system, you will need access to the internet and one of the following supported browsers. Supported browsers are Chrome, Firefox, Safari and Edge. (Internet Explorer is not supported.)

Our Best Value Finder (BVF) is currently only supported in the Chrome browser as this feature is a Chrome extension.

- The Qmerit Marketplace Chrome Extension can be downloaded in the "Chrome Web Store". See instructions on how to download it in Section 5.
 - Qmerit's extension was designed to help customers discover their best value purchasing options. We define "best value" as not only the lowest price for an item, but also factor in things like availability and shipping.
 - Qmerit's Marketplace extension is not intended for any distribution or usage outside of immediate Qmerit employees or individuals invited into Qmerit's Marketplace procurement program by Qmerit or one of our Channel Partners.

The Best Value Finder currently searches for lowest total cost alternatives in MRO and office supplies on the following websites:

- HomeDepot.com
- Lowes.com
- Staples.com
- Fastenal.com

- amazon.com
- msdirect.com

The Best Value Algorithm will return pricing from the following contracted suppliers:

- Carrier
- Grainger
- HD Supply Solutions
- Office Depot

3. Qmerit’s Marketplace Program Requirements

To become part of Qmerit’s Marketplace you must fulfill the following requirements:

- You must be associated with a company that has signed the Avendra and Qmerit agreements.
- You will need to have a payment method set up. Companies that are members of the network can enroll to use credit cards or extended credit with suppliers. Please check with your company to find out about your company’s specific payment method.
- Qmerit’s Marketplace Customer Success team will provide you with valid login credentials. If you have not heard from them you may write to marketbasketsupport@qmerit.com.

4. Invitation Email:

You can only be invited to the Qmerit Marketplace by Qmerit. Please follow the steps below to confirm your account and create your profile.

1. When Qmerit invites you to join your company in the Qmerit Marketplace, you will receive an invitation email from a member of the Qmerit Customer Success Team.
 - If the email is not found in your Inbox, please check your Junk and/or Spam folders. Depending upon how the email server is configured, the email may or may not be found in your email Inbox.



CompanyName has invited username to join them in the Qmerit Marketplace

Qmerit Marketplace Invitation

Your company has selected Qmerit Marketplace for purchasing parts, materials, tools, office supplies and other business essentials. Qmerit Marketplace gives you an easy way to access your preferred suppliers online. In addition, when you are searching for products on a supplier website, our Best Value Finder™ technology will alert you when it finds an exact match or similar item of better value from one of your preferred suppliers.

To create your account click the unique "Confirm your account" button below. This button can only be used by you to setup your login credential. Please do not share this email with others. This quick step will walk you through verifying your email address and completing the creation of your Qmerit Marketplace credential.

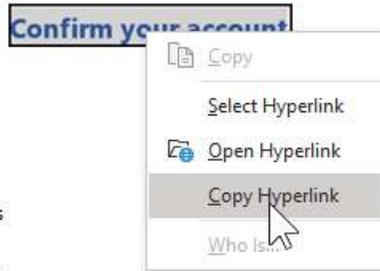
Once completed, your Qmerit Customer Success Manager will provide you with a short training session on how to quickly search, compare and purchase products, find the lowest prices, save frequently purchased items to a shopping list, and more.

If you prefer, you can wait to set up your account during your scheduled training session.

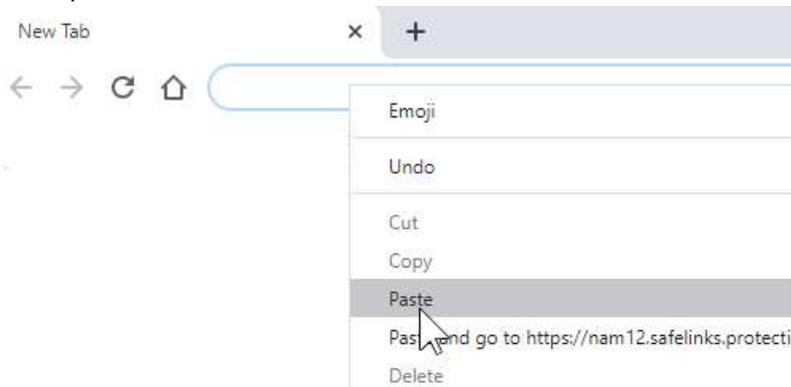
We look forward to speaking with you!

[Confirm your account](#)

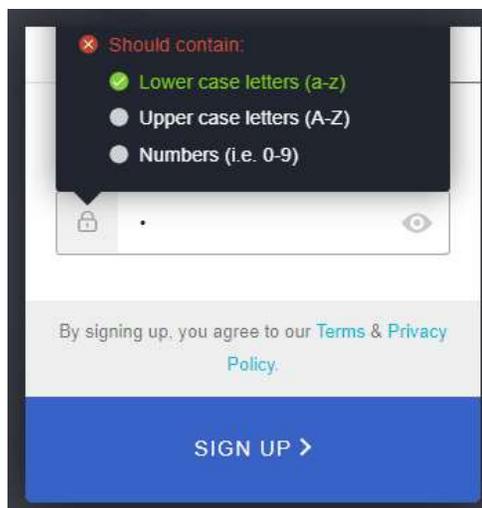
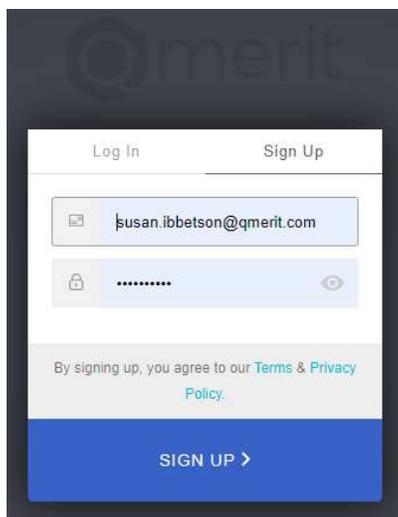
2. Select the blue 'CONFIRM YOUR ACCOUNT' button found in your invitation email to load your invitation into your Chrome browser window.
 - If Chrome is not your default browser you can copy the hyperlink in the 'CONFIRM YOUR ACCOUNT' button and paste it into your Chrome browser's address bar.
 - Open the email then right-mouse click on the 'CONFIRM YOUR ACCOUNT' button to display options.
 - Select the 'Copy Hyperlink' option



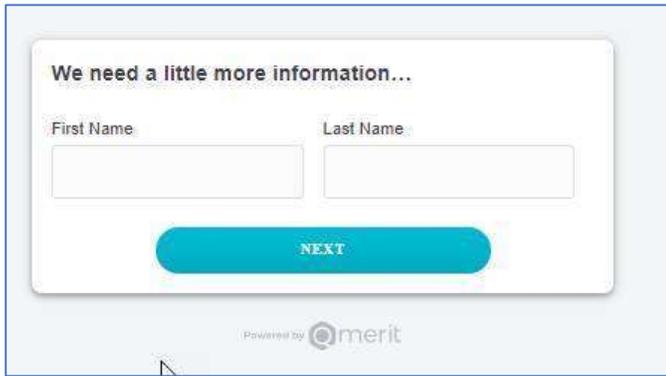
- Then paste it into the Chrome browser address bar



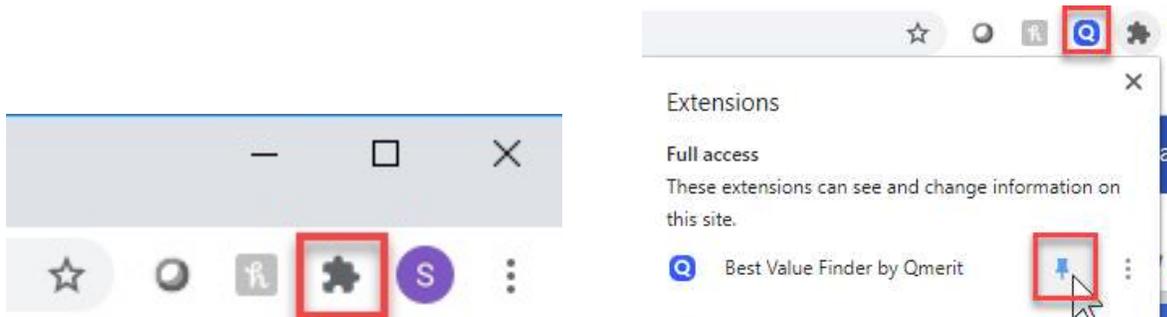
3. The Qmerit login screen will open displaying the SIGN UP tab as seen in the screenshot below. You will then enter your email address and create a password.
 - The password requirements are:
 - 1+ Capital Letter
 - 1+ Number
 - 8+ Characters



4. Selecting the blue SIGN UP button will then prompt you to enter your first and last name. Select the NEXT button and you have just created your account.



5. You will be prompted to add the Qmerit Best Value Finder extension to your Chrome browser. Follow the prompts and your Chrome browser will then provide you access to the Qmerit Marketplace via the Qmerit blue Q in the top right-hand corner of your browser.
6. The Chrome browser may hide the Qmerit Q. To display the Qmerit Q just click on the dark gray puzzle piece seen in the screenshot below and select the thumb tack next to the 'Best Value Finder by Qmerit' listening. The Qmerit Q will display on the top right bar of your Chrome browser.



7. Proceed to the Marketplace by selecting the Marketplace tab in the blue navigation bar at the top of the page.



8. Your Marketplace suppliers are displayed, and you are now able to begin shopping.

Featured Suppliers



5. Adding Qmerit's Marketplace Chrome Browser Extension

If you did not add the Qmerit Best Value Finder Chrome Extension in step 4 above you can add it now using the below instructions. If you already have the blue Qmerit Q in the top right corner of your Chrome browser then skip this step and go onto the Step 6.

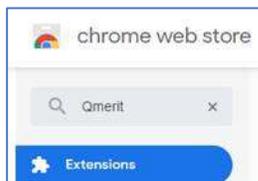
Our Chrome browser extension is a lightweight software program browser extension that will customize your capabilities to search for items supported in the Qmerit Marketplace. The white Q on the blue background is also an easy way to always find the Qmerit Marketplace.



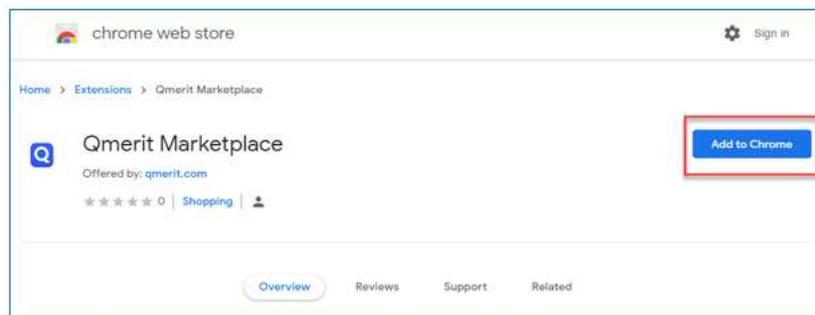
1. Click on the following website link or copy/paste it into your Chrome browser address bar:
<https://chrome.google.com/webstore/detail/qmerit-marketplace/iliobjcmbhjgdnlhinojfbphecbeqgo>

If the above link does not result in the ability to access the Qmerit Marketplace > “Add to Chrome” button, you can go directly to the Chrome Web Store and search “Qmerit”.

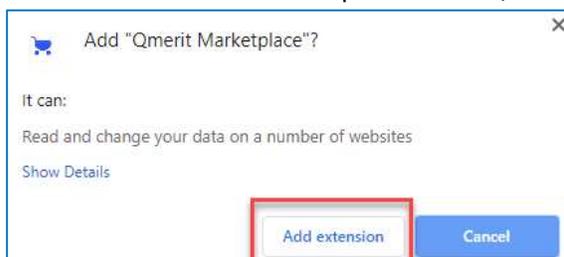
<https://chrome.google.com/webstore/category/extensions>



- Once the Qmerit Marketplace extension is displayed in the Chrome Web Store, select the blue “Add to Chrome” button



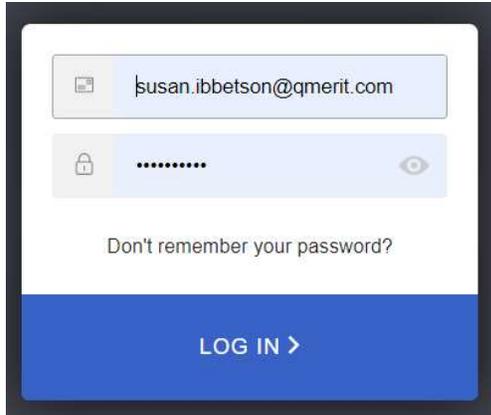
- In the Add “Qmerit’s Marketplace” screen, select the “Add extension” button.



- The white Qmerit Q with a blue background icon will now be displayed at the top in the upper right corner of your Chrome browser whenever you open Chrome. This Qmerit Q is an easy way to always access your Marketplace contracted suppliers and discounts.



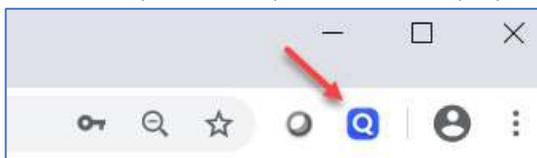
Enter your Qmerit Marketplace credentials at the “Welcome” screen and select the blue “LOG IN” button. Then you are ready to begin!



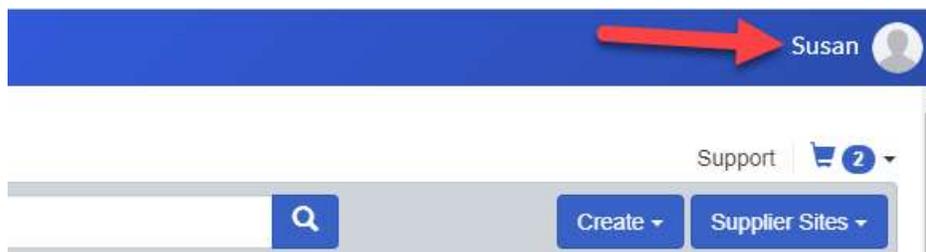
6. User Configuration Options

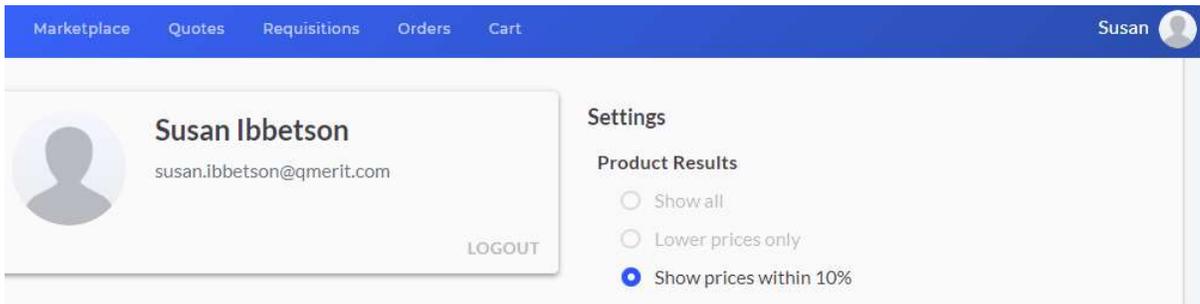
This section describes how to control the “Product Results” returned when Qmerit sources items from various suppliers.

1. Select the Qmerit Q icon displayed at the top right of your Chrome browser.
 - Login to Qmerit’s Marketplace
 - The Marketplace will open and can display the user’s home page or shopping cart.



2. Select your name in the top right corner to open the BVF “Settings” page. Then once you are in the settings page you can adjust how you would like the search of your product results to appear.



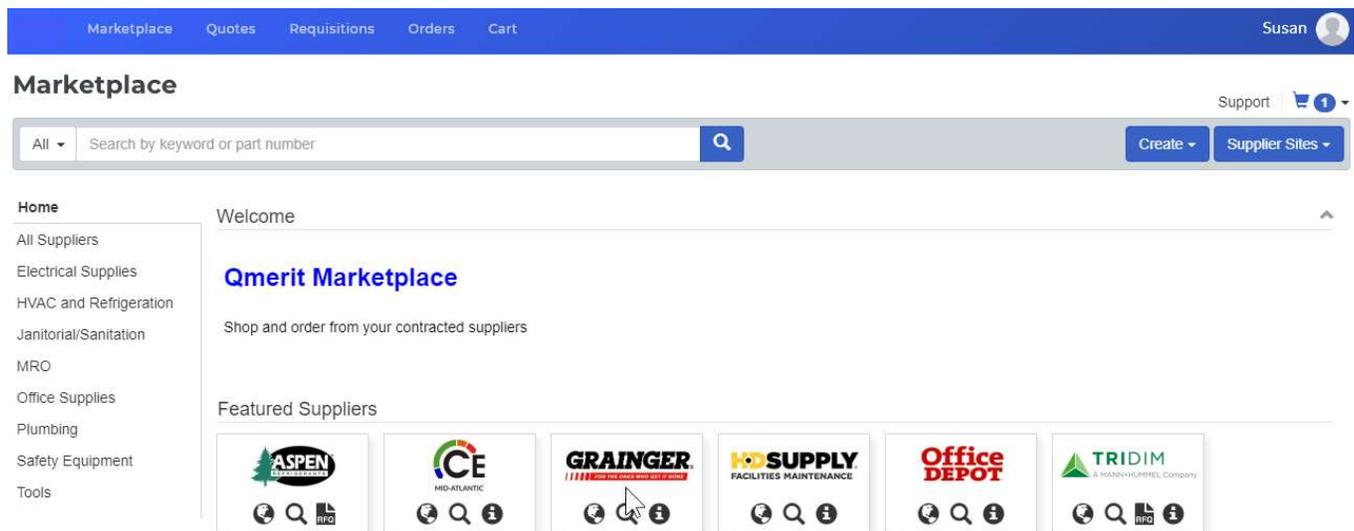


- **Show All:** BVF will display the same or similar products from suppliers within the Marketplace, regardless of price.
- **Lower Prices Only:** BVF will display the same or similar products from suppliers within the Marketplace, only if the price is the same or less than the item being shopped.
- **Show Prices within 10%:** BVF will display the same or similar products from suppliers within the Marketplace, only if the price is not more than 10% over the price of the currently selected item or any amount less than the selected item. This will allow you to select items that are competitively priced but still within the Qmerit Marketplace.

7. Searching

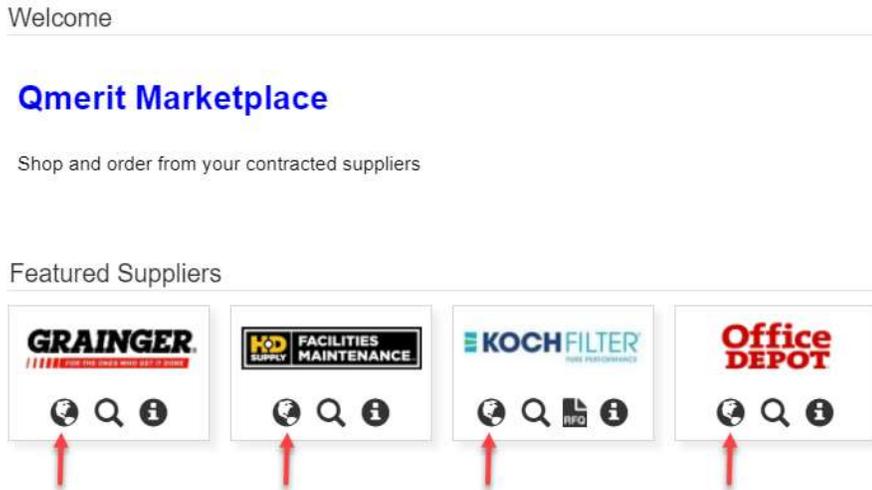
Qmerit’s Marketplace allows you to search “Featured Suppliers” within the Marketplace as well as a few suppliers that are not part of Qmerit’s Marketplace.

To enter the Qmerit Marketplace, select the Qmerit Q icon in the corner of your Chrome browser. If not already selected, select the “Marketplace” tab in the banner at the top left of the browser window.



You are now in the Qmerit Marketplace and can begin shopping in a few different ways. Each way of searching provides you with the program’s discounted pricing catalogs.

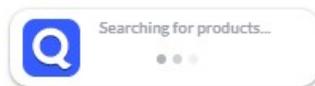
1. Search across all suppliers by entering an item’s keyword or part number in the search bar at the top of the screen. This bar is located next to the word “All”.
 - We call this search a “federated search” because it allows you to search a specific type of item across all contracted suppliers as well as compare these items.
2. Another way to search is by selecting the “World” icon under one of the “Featured Suppliers” logos and start searching in a specific supplier’s catalog.
 - This allows you to search a specific supplier’s site and uses that suppliers discounted pricing.



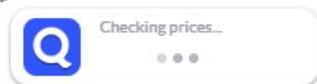
3. You can then search suppliers outside the Qmerit Marketplace list of contracted suppliers by opening a new Chrome browser tab and entering a supplier such as homedepot.com. Qmerit’s Best Value Finder (BVF) will search and source items within the contracted supplier’s catalogs even as you search noncontracted suppliers.

Here’s how to search:

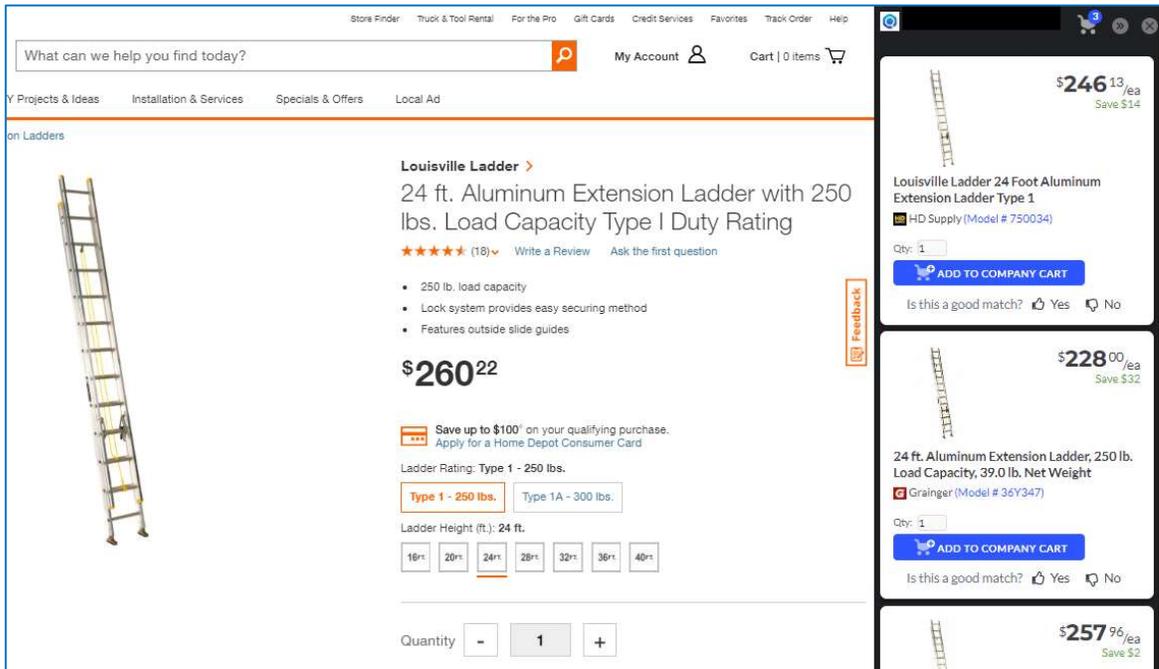
- Find an item on a supported supplier’s website.
- Select the item so you are taken to the item details page.
- As the item details are displayed, we will search our contracted supplier sites for an exact or similar item.
- The top right of the display will show a grey progress notification:
 - “Searching for Products....”



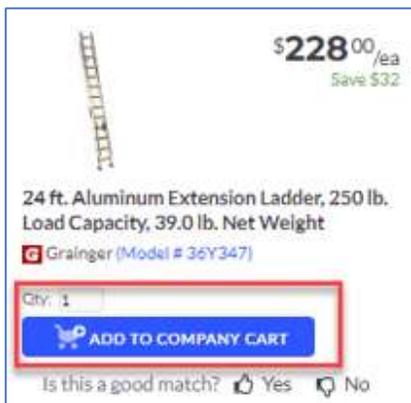
- “Checking Prices....”



- Once our BVF completes the search a vertical frame of options will display on the right side of the screen.



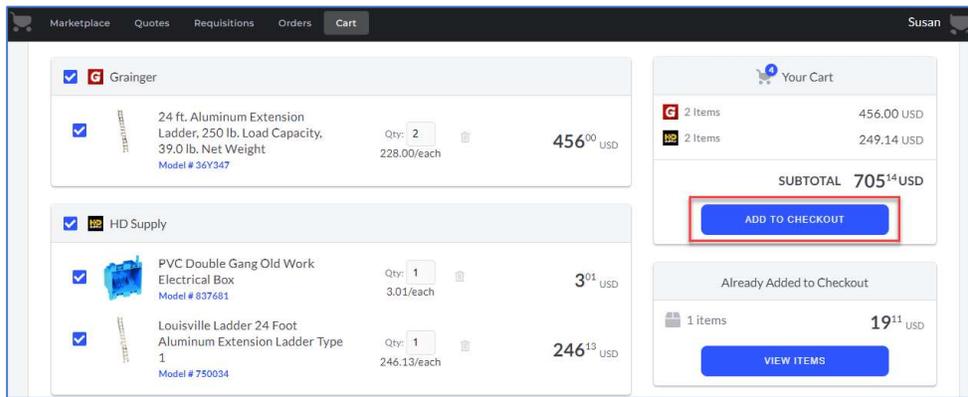
- When you want to purchase one of the BVF sourced items, enter the quantity and then select the “ADD TO COMPANY CART”. This will add the item to your shopping cart and make it available when you enter the purchasing portion of your shopping experience.



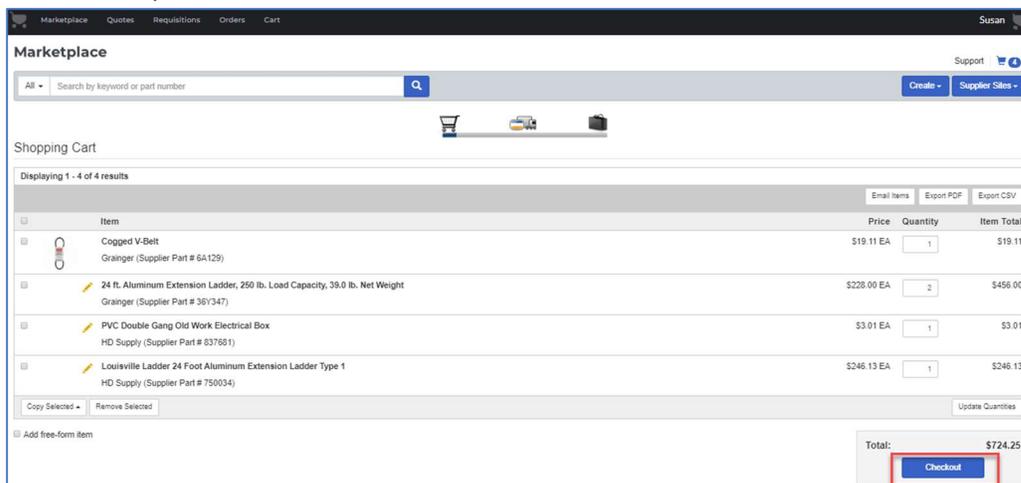
8. Review Cart and Checkout

After all of the items have been added to your cart and you are ready to checkout, you will follow these steps.

- Select the blue Qmerit “shopping cart” icon to begin the checkout process.
- The cart will display all items you have selected and give you the option to review the items prior to placing your order.
- You will then select the blue “ADD TO CHECKOUT” button for any remaining items that have not been added to your Qmerit Marketplace cart.



- You will then be taken to your Qmerit Marketplace cart. Here you will click the CHECKOUT button which will direct you through the purchasing step.
TIP: You may need to scroll down to see the CHECKOUT button.



- The final purchasing step directs you to complete the following information:
 - Shipping Address:** Click "Browse" to select an existing address
 - A few suppliers require your address to be submitted prior to using it in the MRO Marketplace or the order will go to an "exception state," meaning your company will have to manually approve the address prior to your order being approved, which can delay delivery.
 - For example, Grainger allows for the dynamic addition of a new Ship To address. When a new Ship To address is added to a Grainger order, the order will still go to "exception" and the person placing the order will receive a call from the Grainger support team to verify you have requested a new Ship To address. Depending on the time of the order this could delay the order a day.
 - Billing Address:** Click the "Same as Shipping address" box or uncheck the box and select a billing address.
 - Payment Method**
 - Card – allows you to enter Credit Card or P-Card details
 - Purchase Order – allows you to enter a PO Number for each supplier's order
 - To use Purchase Orders your company must have already filled out a credit application and been given extended credit. Make sure to check with your purchasing department.
 - OPTIONAL FIELDS:**
 - Add Internal Comments – Allows you to enter text into the textbox for their own notes. The contents of this field are not sent to the suppliers.

- Notify others of order – Allows you to add email addresses to send a copy of the order to someone other than yourself. To add multiple email addresses, you will need to make sure they are separated by a comma.
- Attach Files – Allows you to select a Browse button and add an attachment to the order.

6. Select the PLACE ORDER button to send your order to the Supplier(s).

The screenshot shows the Marketplace checkout interface. At the top, there are navigation tabs: Marketplace, Quotes, Requisitions, Orders, and Cart. The user's name 'Sean' is visible in the top right. Below the navigation is a search bar and buttons for 'Create' and 'Supplier Sites'. The main section is titled 'Checkout' and contains three columns: Shipping Address, Billing Address, and Payment. The Shipping Address field includes a 'Browse' button and a list of address options. The Billing Address field has a 'Same as Shipping address' checkbox. The Payment field includes a 'Payment Method' dropdown (Card or Purchase Order), a 'Name' field, a 'Card #' field, and an 'Exp. Date' field. Below the address and payment fields is a table for 'HD Supply' with one item: Louisville Ladder 24 Foot Fiberglass Extension Ladder With ProTop Type 1A. The table has columns for Item, Part #, Price, UOM, Quantity, and Item Total. A red arrow points to the 'Place Order' button, which is located below the 'Total' amount of \$273.58. There is also a 'Save Requisition' button below it.

7. You can expect to receive a confirmation email from each individual supplier once the order is placed. This confirmation email usually will arrive to your inbox in a matter of minutes.

NOTE: If you had Qmerit configure approval chains for your users and managers, the confirmation email will only be received when the managers have selected “Approve” on your order. At this point the order is sent to the supplier(s).

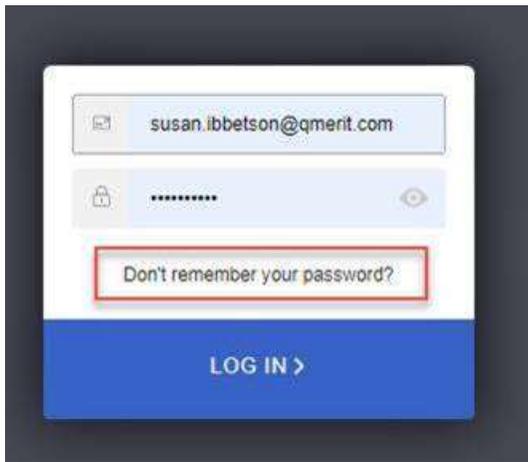
9. Reset Your Password

You can RESET your password via the following instructions:

- Go to: <https://marketplace.qmerit.com> or select the blue/white Q in the top right-hand corner of your Chrome browser window to enter the login screen.



- Select the “Don’t remember your password?” link
- Retrieve the reset password email the Qmerit system will send to your email address
 - This email will come from: notifications@qmerit.com
- Select the reset password button in the email you receive
- Then setup your new password (again, you can use the same password you have already used)



10. Features

The Qmerit Marketplace offers many other features and is always developing more:

- Shopping list (both private and shared)
- Approval chains
- Quote requests
- PO system integration (The Qmerit Customer Success department can assist with investigating whether integration is possible.)

11. Training Videos

Qmerit Training Videos can be found at the following location and are continually being updated with new content so be sure to check back often!

- <https://www.qmerit.com/marketplace-resources>