



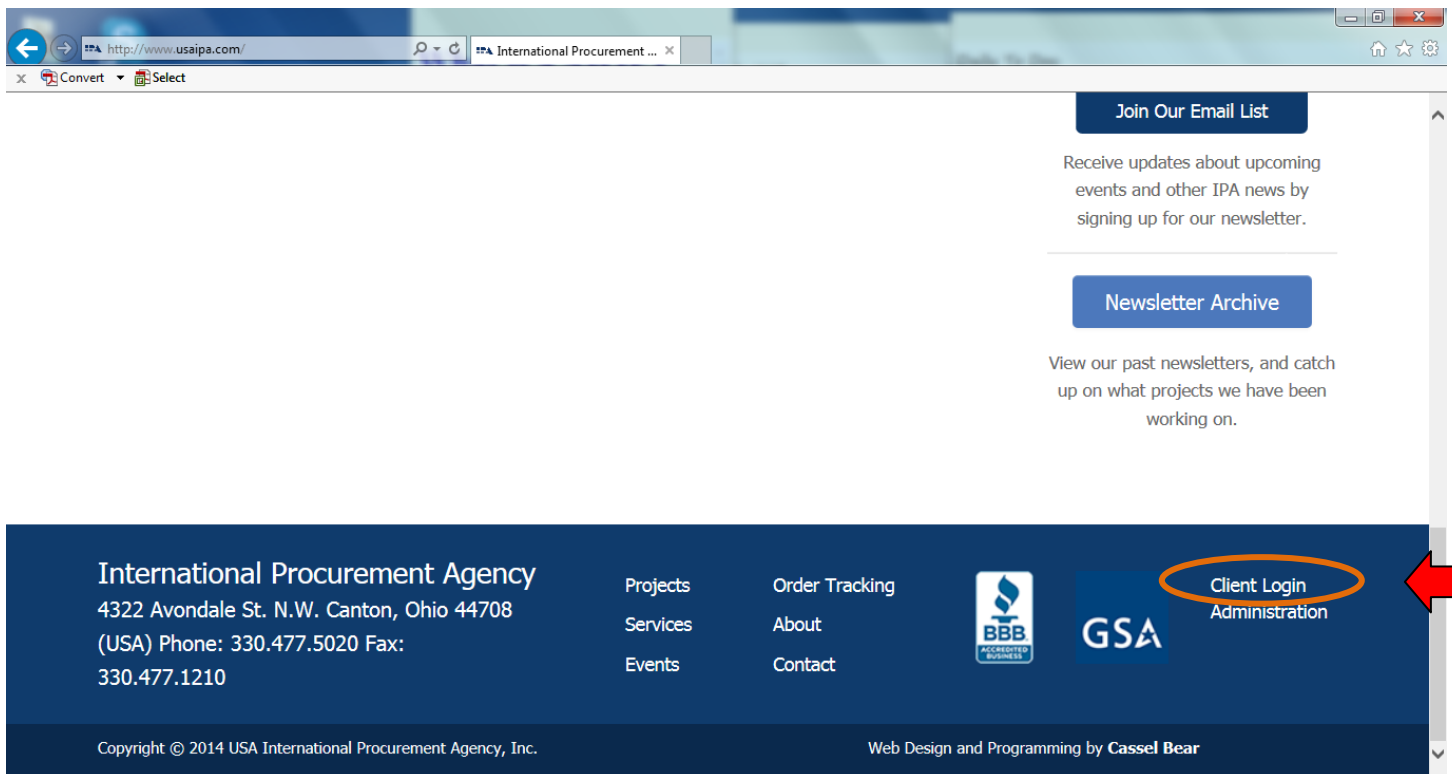
Reliable Supply Chains

## Order Management System (OMS) Overview

Please visit our website: [www.usaipa.com](http://www.usaipa.com)

For any questions or additional instructions, please contact [IPA@usaipa.com](mailto:IPA@usaipa.com).

Scroll down to the end of the page and press **Client Login** located at the bottom right hand corner. Please feel free to click on any buttons – you cannot damage this system.



**Client Login** - This page allows users to login and access their individual field office data. The field office is given a unique User Name and Password which will be provided by IPA. This page also provides browser information and free downloads.

## Client Login

**Login**  
**User Name:**   
**Password:**

**Where is my login information?**

To get an online account with IPA, please call the phone number to the left. However, if you are expecting an e-mail with your login information and it has not arrived, please check your Spam or Bulk e-mail folder. These folders may be found in your e-mail client.

**Browser Support**

Our client area supports the latest browsers. It supports Internet Explorer 5.5 and above and Mozilla Firefox 2.0 and above. If you need to update your browser, click one of the links below.



**Adobe Acrobat Support**

Many of the files that are attached to an inquiry or an order are Adobe PDFs. You must have a PDF viewer installed on your computer to view these files. A compatible PDF viewer is available from Adbobe for free. Click on the click below to download.





**Search Criteria** - This page allows users to search by Client P.O. No. or IPA reference number. Press **search** to access the entire list of past / current inquiries and orders. Input Client P.O. Number and press **search** – this will bring up that specific record only.



Search Criteria

IPA #:

XX


PO #:

Search

IPA #	Cust. Ref#	Status	Inquiry Date
<a href="#">U003627-XXUG-A</a>		Inquiry	Apr 9, 2011
Cisco Test File			
<a href="#">U003354-XXCB-A</a>	123	Closed	Jan 21, 2011
marine supplies			
<a href="#">U003354-XXCB-B</a>	123	Order	Jan 21, 2011
marine supplies			
<a href="#">U002548-XXCB-A</a>	ABCD	Shipped	Jun 15, 2010
Bikes, Appliances, etc.			
<a href="#">U002547-XXGE-A</a>		Inquiry	Jun 15, 2010
Buckets, Tarps & Tents			
<a href="#">U002543-XXCB-A</a>		Request	Jun 15, 2010
Online Request Jun 15, 2010 12:02 PM			
<a href="#">U002529-XXCB-A</a>		Quoted	Jun 13, 2010
Water Filters & Bike Spares			
<a href="#">U002528-XXGE-A</a>	123XYZ	Invoiced	Jun 13, 2010
Office Supplies			
<a href="#">U002512-XXUG-A</a>	12345	Closed	Jun 8, 2010
Computer Equipment			



The Client P.O. / IPA reference is listed by date of inquiry. Click on file of choice and the details for that particular inquiry / order will appear toward the left side of the screen.



### Search Criteria

IPA #:  - XX

PO #:

### File Overview

**U002548-XXCB-A**

IPA #	Cust. Ref#	Status	Inquiry Date
<a href="#">U003627-XXUG-A</a>		Inquiry	Apr 9, 2011
Cisco Test File			
<a href="#">U003354-XXCB-A</a>	<a href="#">123</a>	Closed	Jan 21, 2011
marine supplies			
<a href="#">U003354-XXCB-B</a>	<a href="#">123</a>	Order	Jan 21, 2011
marine supplies			
<a href="#">U002548-XXCB-A</a>	<a href="#">ABCD</a>	Shipped	Jun 15, 2010
Bikes, Appliances, etc.			
<a href="#">U002547-XXGE-A</a>		Inquiry	Jun 15, 2010
Buckets, Tarps & Tents			
<a href="#">U002543-XXCB-A</a>		Request	Jun 15, 2010
Online Request Jun 15, 2010 12:02 PM			
<a href="#">U002529-XXCB-A</a>		Quoted	Jun 13, 2010
Water Filters & Bike Spares			
<a href="#">U002528-XXGE-A</a>	<a href="#">123XYZ</a>	Invoiced	Jun 13, 2010
Office Supplies			
<a href="#">U002512-XXUG-A</a>	<a href="#">12345</a>	Closed	Jun 8, 2010
Computer Equipment			

**Description:** Bikes, Appliances, etc.

**Company:** IPA Client Headquarters

**PO#:** ABCD

#### File Progress

Status	Complete
Requested	Jun 15, 2010
Inquiry Created	Jun 15, 2010
Quoted	Jun 23, 2010
Ordered	Jul 2, 2010
Shipping Estimate	Jul 27, 2010
Shipped	
Arrival Estimate	Sep 3, 2010
Arrived	
Invoiced	
Paid	
Closed	
Cancelled	



**Respond** – click on this button to send an e-mail directly to IPA with questions and/or comments regarding that particular inquiry / order.

The screenshot shows the IPA OMS Overview web application. At the top left is the IPA logo (International Procurement Agency). At the top right are links for Search, Documents, Request Quote, and Logout, along with a 'Welcome Back! IPA Client Headquarters' message.

The main interface is divided into several sections:

- Search Criteria:** Includes fields for IPA # (with a dropdown for XX) and PO #, and a Search button.
- File Overview:** Displays a list of inquiries and orders. The selected item is **U002548-XXCB-A**. Below the title are buttons for **Respond** (highlighted with a red arrow and an orange box) and **Approve**.
- Response to Inquiry/Order IPA# U002548-XXCB-A:** This section contains a 'Please Read' message, a text area for providing questions, comments, or concerns, and a 'Submission Form' section with 'Cancel' and 'Submit Your Response' buttons.


The 'File Overview' section also includes a table of inquiry details and a 'View Additional Information' section with links for correspondence, shipping details, and attachments.

IPA #	Cust. Ref#	Status	Inquiry Date
<a href="#">U003627-XXUG-A</a>		Inquiry	Apr 9, 2011
Cisco Test File			
<a href="#">U003354-XXCB-A</a>	<a href="#">123</a>	Closed	Jan 21, 2011
marine supplies			
<a href="#">U003354-XXCB-B</a>	<a href="#">123</a>	Order	Jan 21, 2011
marine supplies			
<a href="#">U002548-XXCB-A</a>	<a href="#">ABCD</a>	Shipped	Jun 15, 2010
Bikes, Appliances, etc.			
<a href="#">U002547-XXGE-A</a>		Inquiry	Jun 15, 2010
Buckets, Tarps & Tents			
<a href="#">U002543-XXCB-A</a>		Request	Jun 15, 2010
Online Request Jun 15, 2010 12:02 PM			
<a href="#">U002529-XXCB-A</a>		Quoted	Jun 13, 2010
Water Filters & Bike Spares			
<a href="#">U002528-XXGE-A</a>	<a href="#">123XYZ</a>	Invoiced	Jun 13, 2010
Office Supplies			
<a href="#">U002512-XXUG-A</a>	<a href="#">12345</a>	Closed	Jun 8, 2010
Computer Equipment			

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**File Progress** - The IPA file reference will appear with details of the file. The status of the inquiry and/ order is also listed (i.e., inquiry, quoted, ordered, shipped, invoiced, paid).



**Search Criteria**

IPA #:

- XX

PO #:

Search

IPA #

Cust. Ref#

Status

Inquiry Date

U003627-XXUG-A

Inquiry

Apr 9, 2011

Cisco Test File

U003354-XXCB-A

123

Closed

Jan 21, 2011

marine supplies

U003354-XXCB-B

123

Order

Jan 21, 2011

marine supplies

U002548-XXCB-A

ABCD

Shipped

Jun 15, 2010

Bikes, Appliances, etc.

U002547-XXGE-A

Inquiry

Jun 15, 2010

Buckets, Tarps & Tents

U002543-XXCB-A

Request

Jun 15, 2010

Online Request Jun 15, 2010 12:02 PM

U002529-XXCB-A

Quoted

Jun 13, 2010

Water Filters & Bike Spares

U002528-XXGE-A

123XYZ

Invoiced

Jun 13, 2010

Office Supplies

U002512-XXUG-A

12345

Closed

Jun 8, 2010

Computer Equipment

U002511-XXUG-A

123ABC

Paid

Jun 8, 2010

Miscellaneous Equipment

**File Overview**

U002548-XXCB-A

Respond

Approve

Description: Bikes, Appliances, etc.

Company: IPA Client Headquarters

PO#: ABCD

File Progress

Status	Complete
Requested	Jun 15, 2010
Inquiry Created	Jun 15, 2010
Quoted	Jun 23, 2010
Ordered	Jul 2, 2010
Shipping Estimate	Jul 27, 2010
Shipped	
Arrival Estimate	Sep 3, 2010
Arrived	
Invoiced	
Paid	
Closed	
Cancelled	

View Additional Information

View Correspondence

View Shipping Details

View Attachments

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OMS Overview International Procurement Agency, Inc.

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**View Correspondence Details** - Select “View Correspondence Details” hyperlink and Correspondences will appear for that particular order to the left side.

**Search Criteria**

IPA #:  - XX

PO #:

IPA #	Cust. Ref#	Status	Inquiry Date
<a href="#">U003627-XXUG-A</a>		Inquiry	Apr 9, 2011
<a href="#">Cisco Test File</a>			
<a href="#">U003354-XXCB-A</a>	<a href="#">123</a>	Closed	Jan 21, 2011
marine supplies			
<a href="#">U003354-XXCB-B</a>	<a href="#">123</a>	Order	Jan 21, 2011
marine supplies			
<a href="#">U002548-XXCB-A</a>	<a href="#">ABCD</a>	Shipped	Jun 15, 2010
Bikes, Appliances, etc.			
<a href="#">U002547-XXGE-A</a>		Inquiry	Jun 15, 2010
Buckets, Tarps & Tents			
<a href="#">U002543-XXCB-A</a>		Request	Jun 15, 2010
Online Request Jun 15, 2010 12:02 PM			
<a href="#">U002529-XXCB-A</a>		Quoted	Jun 13, 2010
Water Filters & Bike Spares			
<a href="#">U002528-XXGE-A</a>	<a href="#">123XYZ</a>	Invoiced	Jun 13, 2010
Office Supplies			
<a href="#">U002512-XXUG-A</a>	<a href="#">12345</a>	Closed	Jun 8, 2010
Computer Equipment			
<a href="#">U002511-XXUG-A</a>	<a href="#">123ABC</a>	Paid	Jun 8, 2010
Miscellaneous Equipment			

**File Overview**

**U002548-XXCB-A**

**Description:** Bikes, Appliances, etc.  
**Company:** IPA Client Headquarters  
**PO#:** ABCD

**File Progress**

Status	Complete
Requested	Jun 15, 2010
Inquiry Created	Jun 15, 2010
Quoted	Jun 23, 2010
Ordered	Jul 2, 2010
Shipping Estimate	Jul 27, 2010
Shipped	
Arrival Estimate	Sep 3, 2010
Arrived	
Invoiced	
Paid	
Closed	
Cancelled	

**View Additional Information**

[View Correspondence](#)  
[View Shipping Details](#)  
[View Attachments](#)

**Additional Information**

**Correspondence for IPA# U002548-XXCB**

Please Read

Click on the icon in the "View" column to see the full Correspondence details. The details will be displayed below the "Order Correspondence List".

Type	Date	View
Purchase Order ABCD Received	Jun 15, 2010 3:43 PM	
Quotation Transmittal	Jun 15, 2010 3:41 PM	
Initial Client Request	Jun 15, 2010 3:29 PM	

Click the View icon to see Correspondence Detail.

**File Overview**

**U002548-XXCB-A**

**Description:** Bikes, Appliances, etc.  
**Company:** IPA Client Headquarters  
**PO#:** ABCD

**File Progress**

Status	Complete
Requested	Jun 15, 2010
Inquiry Created	Jun 15, 2010
Quoted	Jun 23, 2010
Ordered	Jul 2, 2010
Shipping Estimate	Jul 27, 2010
Shipped	
Arrival Estimate	Sep 3, 2010
Arrived	
Invoiced	
Paid	
Closed	
Cancelled	

**View Additional Information**

[View Correspondence](#)  
[View Shipping Details](#)  
[View Attachments](#)

**Additional Information**

**Correspondence for IPA# U002548-XXCB**

Please Read

Click on the icon in the "View" column to see the full Correspondence details. The details will be displayed below the "Order Correspondence List".

Type	Date	View
Purchase Order ABCD Received	Jun 15, 2010 3:43 PM	
Quotation Transmittal	Jun 15, 2010 3:41 PM	
Initial Client Request	Jun 15, 2010 3:29 PM	

**Correspondence Detail**

**Type:** Purchase Order ABCD Received  
**Date:** Jun 15, 2010 3:43 PM  
**Message:** Our Ref: PO ABCD  
Your Ref: U002548-XXCB

Dear IPA,

We would like to commit the above referenced order. Please find the attached purchase order ABCD. Please provide an ETA for this shipment as soon as it is available.

Sincerely,  
Client



**View Shipping Details** – Select “[View Shipping Details](#)” hyperlink and shipping details appear for that particular shipment to the left side.

The screenshot displays the IPA OMS Overview interface. At the top, there's a navigation bar with links: [Search](#), [Documents](#), [Request Quote](#), and [Logout](#). Below this is a 'Search Criteria' section with fields for IPA # and PO #, and a 'Search' button. The main area is divided into two columns. The left column, titled 'File Overview', shows a list of orders with columns for IPA #, Cust. Ref#, Status, and Inquiry Date. The right column, titled 'Shipping Details: Order U002548-XXCB-A', shows a table with columns for Shipment, Shipping Date, Arrival Date, and Shipping Method. Below this table, there's a 'Shipping Details' section with fields for Master AWB, Description, Destination, Pieces, and Notes. A red arrow points from the text above to the 'View Shipping Details' link in the 'View Additional Information' section. An orange oval highlights the 'Shipping Details: Order U002548-XXCB-A' section on the right.

Detailed instructions are noted on this page to access tracking via shipper’s websites. Click on the Tracking Number to link to the carrier’s website. (UPS, FedEx, DHL, etc. – please note that the airline and steamship websites may not be available.)

This screenshot shows the same IPA OMS Overview interface as the previous one, but with a different focus. An orange box highlights the Tracking Number 123456789 in the 'Shipping Details' section. The interface includes the same navigation bar, search criteria, and file overview sections. The 'Shipping Details' section on the right shows the same information as before, but the Tracking Number is now highlighted.





**View Attachments** – Select “[View Attachments](#)” hyperlink and links for all documents will be displayed. Documents are in a PDF format and are available for viewing by clicking on the hyperlink document Description. All documents can be printed from the individual’s desktop.

**Attachments for Order U002548-XXCB-A**

#	Description	Upload Date
1	<a href="#">Client Purchase Order ABCD</a>	6/15/2010
2	<a href="#">U002548-XXCB Proforma</a>	6/15/2010

Right click on the link and then click Save Link As or Save target as to save the file. Many of the files that are attached to orders are Adobe PDFs. You will need the Adobe Acrobat viewer to open the file. If you do not have the viewer, it can be downloaded for free. Click on the icon below to download.

Get ADOBE® READER®

**File Overview**

**U002548-XXCB-A**

**Description:** Bikes, Appliances, etc.  
**Company:** IPa Client Headquarters  
**PO#:** ABCD

**File Progress**

Status	Complete
Requested	Jun 15, 2010
Inquiry Created	Jun 15, 2010
Quoted	Jun 23, 2010
Ordered	Jul 2, 2010
Shipping Estimate	Jul 27, 2010
Shipped	
Arrival Estimate	Sep 3, 2010
Arrived	
Invoiced	
Paid	
Closed	
Cancelled	

**View Additional Information**

[View Correspondence](#)  
[View Shipping Details](#)  
[View Attachments](#)

**IPa CLIENT, Inc.**

International Procurement Agency  
 4322 Avondale St. NW  
 Canton, OH 44708  
 Attn: Baily Meeker  
 P.O. #: ABCD

June 15, 2010  
 Fax: 330-477-1210  
 Your Ref: U002548-XXCB

**On behalf of our principals, we herewith order the following items as per our General Purchase Conditions.**

Item #	Qty	Description	Unit Price US\$	Total Price US\$
1	13	2010 Trek Skye S Mountain Bike (Ladies)	350.00	4,550.00
2	17	2010 Trek 3700 Mountain Bike (Men's)	300.00	5,100.00
3	11	Bontrager Back Racks	30.00	330.00
4	20	Park Tool Professional Mechanic Floor Pump	40.00	800.00
5	2	GE Electric Range - 220V / 50Hz	800.00	1,600.00
6	4	GE Refrigerator - 220V / 50Hz	1,100.00	4,400.00

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OMS Overview International Procurement Agency, Inc.

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**Request Quote** – Select “Request Quote” hyperlink, complete “Request Form – Add Items” and then click “Continue to Submission” button. Request Form will be transmitted to International Procurement Agency, Inc. for review.

IPA  
International Procurement Agency

[Search](#) [Documents](#) [Request Quote](#)

### Request Form - Add Items

**Instructions**  
Use the box below to add items. The currently added items are displayed on the right. To submit a review for the requested items, click "Submit Request". The items will then be submitted for a quote and be removed from the right side.

**Items added to Request**

Quantity	Description
No Items in Request	

**Add & Edit Items**

Quantity:

Description:   
(limit 200 chars.)

