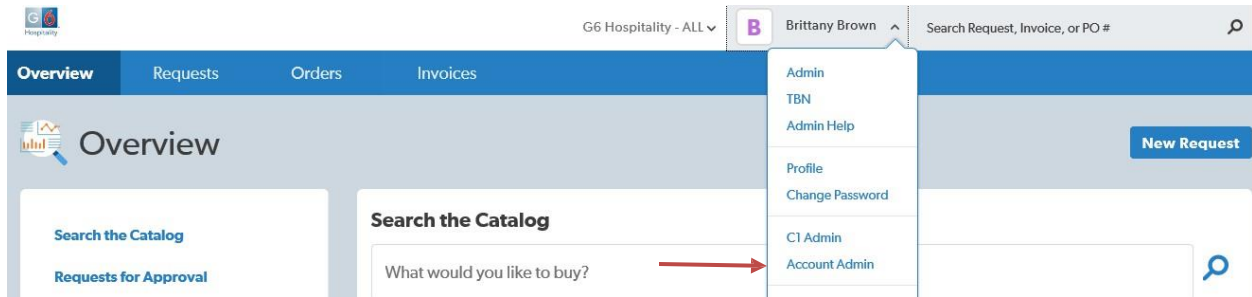


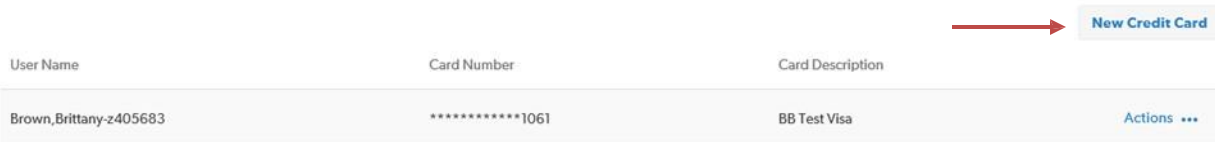
How to enter your Credit Card Information in Marketplace

Use the <http://www.g6hpurchasingco.com/> link to log into new marketplace.



Once you are logged in, you will set up your Payment Type

- On the home page, hover your mouse over Your Name
- Click on Account Admin



Click New Credit Card button

A screenshot of the 'Enter Credit Card' form. It contains three input fields: 'Credit Card Credit Limit' with the value '0', 'Currency' with a dropdown menu set to 'USD U.S. Dollar', and 'Credit Card Description' which is empty. Below the fields is an 'Enter Credit Card' button. To the right of the form are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

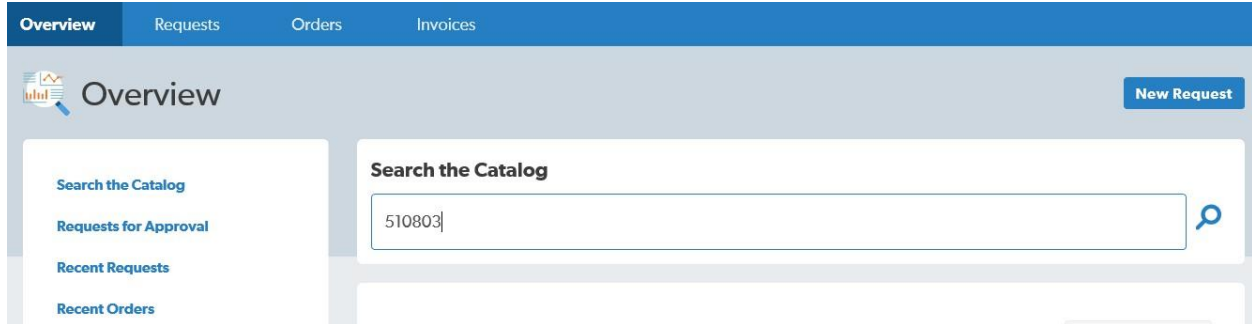
Fill in your information and click Save. The Credit Card Description is a name you want give to the card in the system. Fill

Only you and the supplier can see your credit card information

How to order items in Marketplace

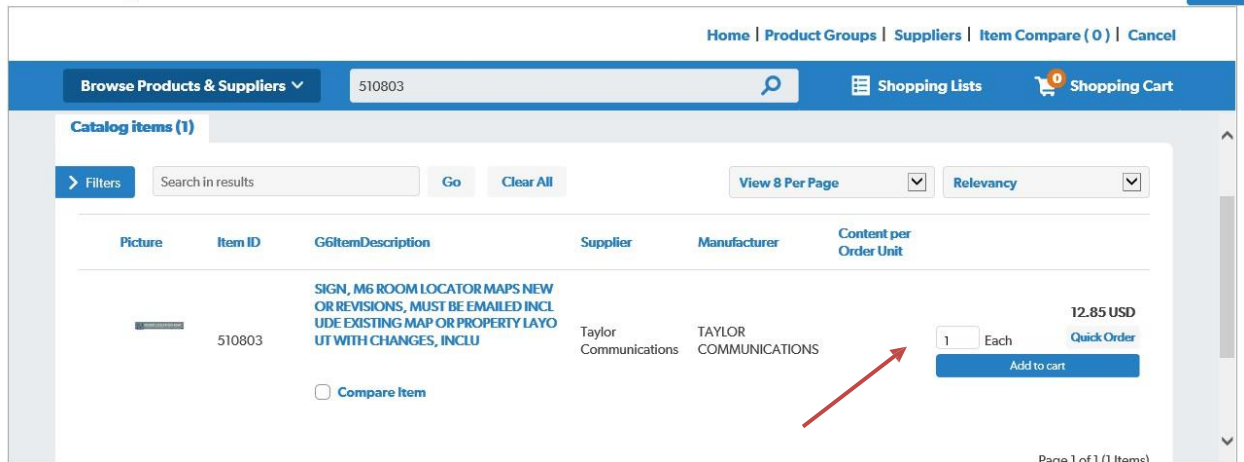
Key in item number or search term in the Search the Catalog search box.

Example: key in "510803", then click search icon



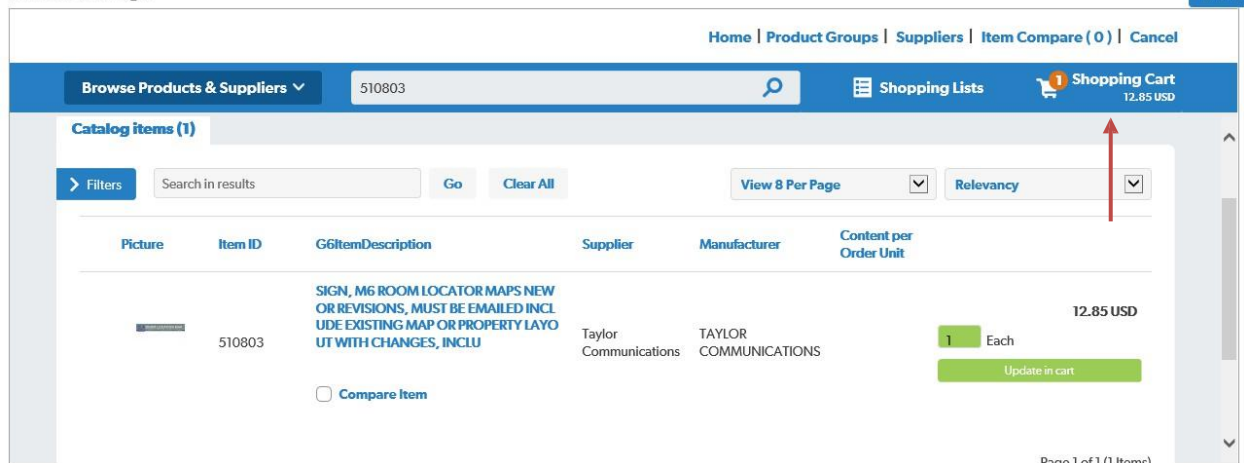
Key in quantity needed and click "Add to Cart" button

Search Catalogs

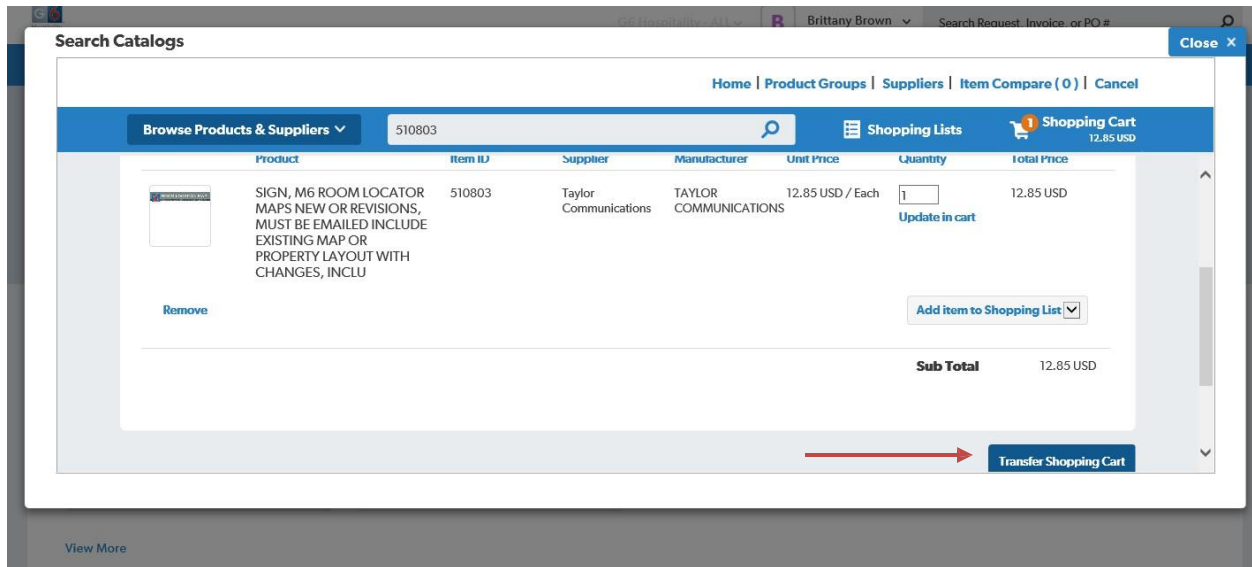


Click on "Shopping Cart" to process requisition

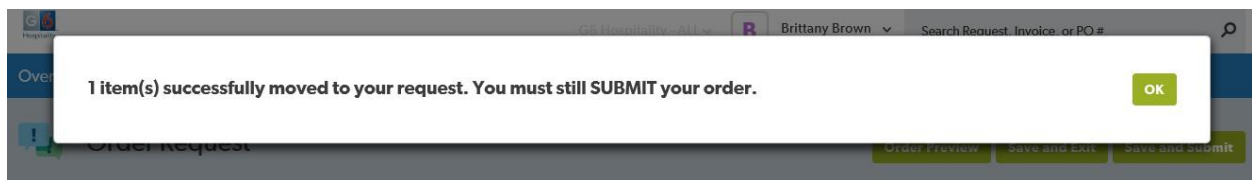
Search Catalogs



Click "Transfer Shopping Cart" button to process your order



The following message will appear. Click "OK"



Review/Update your order:

Click on box highlighted on the left below, then click on “Details” highlighted on the bottom right.

Order Request

Order Preview Save and Exit Save and Submit

Ingram, Kathy-z344446/12-2091

Notes to Approver

Total USD \$12.46

Line Items 1

Suppliers 1

Custom Fields

Location Subject Company Region-Area

View More

Line Items 1 Attachments Approval Map History & Comments

Add Item From

1 Selected Item(s) Bulk Edit Expand Add to Favorites Remove

Item Description	Supplier	Supplier Part Number	Unit	Commodity	Quantity	Unit Price	Total
1 SIGN, M6 ROOM LOCATOR MAPS NEW/REVISED	Taylor Communications	510803	EA	Unknown	1	12.46	\$12.46

Missing required information in Line Details.

Expand Details

Click on the “Billing” tab from the box that pops up, then select the payment for the credit card saved to the account from the dropdown box. Click on “Apply changes to all items” on the left, then “Save Changes” on the right. Users can also verify shipping address and contact information.

Item Details Cost Centers Shipping Billing Custom Fields Attachments

Bill To Address Change Address

GG HOSPITALITY LLC
4001 INTERNATIONAL PARKWAY
CARROLLTON, TX 75007-1914

Contact no contact specified

Email nomail@proactis.com

Phone

Fax

Mall Stop

Special Instructions

Payment Method*

- Purchase Order
- Pro-forma Invoice
- Invoice
- No Payment method

Apply changes to all items

Cancel Save Changes

* Only applies to items from the same supplier

Once the box closes, click on “Order Preview” to make sure that all changes needed were saved. If everything looks as needed.

Order Request

Ingram, Kathy-z344446/12-2091

Notes to Approver

Custom Fields

Location Subject Company Region-Area

View More

Line Items 1 Attachments Approval Map History & Comments

Add Item From

1 Selected Item(s) Bulk Edit Expand Add to Favorites Remove

<input checked="" type="checkbox"/>	Item Description	Supplier	Supplier Part Number	Unit	Commodity	Quantity	Unit Price	Total
<input checked="" type="checkbox"/>	1 SIGN, M6 ROOM LOCATOR MAPS NEW/REVISED,	Taylor Communications	510803	EA	Unknown	1	12.46	\$12.46

Missing required information in Line Details.

Order Preview Save and Exit Save and Submit

Actions

Total
USD \$12.46
Line Items 1
Suppliers 1

Click “Save and Submit” to send your order to the supplier.

Overview Requests Orders Invoices

Order Request

Brown, Brittany-z405683/3-307

Notes to Approver

Order Preview Save and Exit Save and Submit

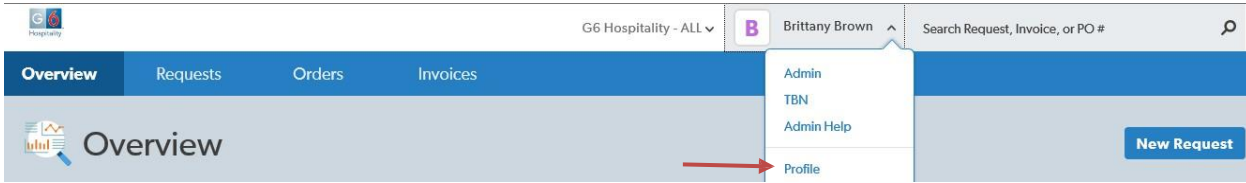
Actions

Total
USD \$12.85
Line Items 1
Suppliers 1

For any PO status needed once it's been submitted, please reach out to the supplier directly.

How to set your Default Credit Card

On the home page, hover your mouse over Your Name, then click on “Profile”



Search for your credit card in the Default Payment Method Field. Once the card is located, click Save.

