

ACCOUNT MAINTENANCE Tutorial

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Available under the ADMINISTRATIVE TOOLS menu, the **Account Settings** area is where an account administrator can manage account information, user records, location records and other settings. This area is accessible by account administrators only.

The screenshot displays the Warehouse TWO website interface. At the top, the logo and navigation links are visible. The main navigation bar includes 'SEARCH', 'MULTI-SEARCH', 'BARGAIN HUNT', 'POST INVENTORY', and 'ADMINISTRATIVE TOOLS'. The 'ADMINISTRATIVE TOOLS' menu is expanded, showing options like 'Account Settings', 'Activity Metrics', 'System Notifications', 'Data Export Settings', and 'Related Items Maintenance'. The 'Account Settings' option is highlighted with a red box. Below the navigation bar, the 'Search' section is visible, featuring search filters and options. The footer contains links for 'About Us', 'Inventory-Sharing Communities', 'Become a Member', 'Contact Us', 'Privacy', 'Terms of Use', 'Insights (Featured Articles)', and 'e-Newsletter Sign-Up'.

Member Information

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Inventory-Sharing Solution

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SEARCH MULTI-SEARCH BARGAIN HUNT POST INVENTORY ADMINISTRATIVE TOOLS

zzWarehouseTWO Demo Account

Member Information Users Locations Bill To Remit To Communities Payment

Member Information - Member ID: 80

<p>* Company Name</p> <p>1 zzWarehouseTWO Demo Account</p> <p>* Contact Name</p> <p>2 Mark Tomalonis</p> <p>FTP UserName</p> <p>3 zzWTWO_demoacct</p> <p>FTP Password</p> <p>3</p> <p>Contact us to request the creation of an FTP account. Activation of an FTP account incurs a one-time fee of \$249 (USD), refundable if proof that daily inventory data uploads have been automated has been provided within 30 days of FTP account creation.</p>	<p>Member Type</p> <p>4 Wholesaler/Distributor</p> <p>* Contact Email Address</p> <p>2 mail@warehousetwo.com</p> <p>URL</p> <p>5 http://www.warehousetwo.com</p> <p>Optional: Upload Your Company Logo File</p> <p>6 Browse... No file selected.</p> <p>UPLOAD Logo File Requirements</p>	<p>Membership Level About Member Levels</p> <p>7 Level 4</p> <p>Currently Uploaded Logo File</p> <p>Your Company Logo</p> <p>DELETE CURRENT LOGO FILE</p>
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8 REQUEST COMMUNITY/LEVEL CHANGE 9 CANCEL 10 SAVE CHANGES

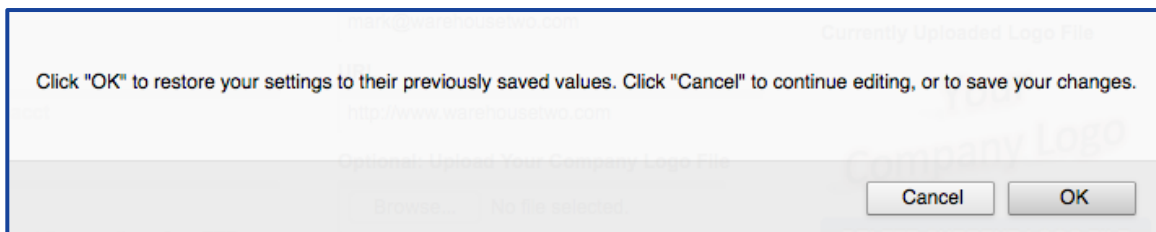
About Us Inventory-Sharing Communities Become a Member Contact Us Privacy Terms of Use Insights (Featured Articles) e-Newsletter Sign-Up

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- 1 **Company Name:** This is the name of your company, as seen by other WarehouseTWO members. This is a required field. This text appears under your posted items when the **Show Source Name** box is checked on the **SEARCH** screen. It also appears on the **Source Detail** screen in our **SEARCH** function, and will be displayed as a hyperlink there if a valid URL has been entered into the URL field on this screen (5).
- 2 **Contact Name** and **Contact Email Address:** These fields contain the name and email address of the person who originally registered your WarehouseTWO account, unless subsequently edited. These are required fields. *These fields have no functionality.*
- 3 **FTP User Name** and **FTP Password:** These two fields contain the unique FTP log-in information assigned to your account, if requested. These are un-editable fields. FTP access is available upon request only to members at level 2 or higher. FTP access is required for automated inventory data uploads to your account. WarehouseTWO's FTP server address is <ftp.warehousetwo.com>.
- 4 **Member Type:** This displays your company classification. We have two classifications: **Wholesaler-Distributor** and **Manufacturer**. Your classification was selected when you registered your account. This is an un-editable field.
- 5 **URL:** Your company's web site address may be entered here. This is an optional field. If entered, a link to your web site will be activated on the **Source Detail** screen in the **SEARCH** function.
- 6 **Optional: Upload Your Company Logo File:** You may upload your company's logo graphic file here. Click on the "Browse" button to find your logo file on your computer. Click on the **UPLOAD** button to upload your logo file. Repeat this process to replace a previously uploaded logo file with a

different file. Click on the **DELETE CURRENT LOGO FILE** button to delete the currently uploaded file. When uploaded, your logo will appear on the **Source Detail** and **WEB MARKET** screens. Only JPEG, GIF or PNG file formats are accepted. Your logo file must be no larger than 1MB (1024KB). Image size will be reduced to 100 pixels wide. Your logo file name must contain letters and/or numbers only. Punctuation characters are not allowed.

- 7 **Membership Level** and **About Member Levels**: The **Membership Level** field displays your current membership level. This is an un-editable field. To request a change to your membership level, click on the **Request Community/Level Change** button (10). To view the available membership levels, click on the link **About Member Levels**.
- 8 **REQUEST COMMUNITY/LEVEL CHANGE**: Click this button to navigate to the **Change Membership Level** screen. On this screen you will be able to request a change to your membership level and request changes to the inventory-sharing communities activated on your account.
- 9 **CANCEL**: Click this button to not save changes made to any field or setting on this screen. When clicked, this screen will appear:



Click "OK" to not save changes; you will be redirected to the Member Info tab, if you are not already there. Click "Cancel" to return to the screen for continued editing or to save your changes.

- 10 **SAVE CHANGES**: Click this button to save changes made to any field or setting on this screen.

Request Community/Level Change [Back to Contents](#)

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SEARCH

MULTI-SEARCH

BARGAIN HUNT

POST INVENTORY

ADMINISTRATIVE TOOLS

Change Membership Level

	Wholesaler-Distributors			
	Level 1	Level 2	Level 3	Level 4
Monthly Subscription Fee (\$USD)	Free	\$79	\$139	\$299
Membership Level Limits				
# Locations	1	1	5	50
# Users	5	10	25	100
# Communities	5	10	20	200
# Posted Items	0	1,000	10,000	200,000
STANDARD Features				
Search	✓	✓	✓	✓
Bargain Hunt	✓	✓	✓	✓
Receive Broadcast Requests	✓	✓	✓	✓
Default System Notifications	✓	✓	✓	✓
PREMIUM Features				
Multi-Search		✓	✓	✓
Post Inventory		✓	✓	✓
Send Broadcast Requests		✓	✓	✓
Mobile-Friendly Search Pages			✓	✓
Export Inventory Data			✓	✓
Export Member Records			✓	✓
Related Items			✓	✓
Customizable System Notifications			✓	✓
Web Market			✓	✓
Auto-Delete Unrefreshed Records			✓	✓
Display Total Quantity by Seller			✓	✓
Advanced Data Exports				✓
Application Program Interface Capability (APIs)				✓
Portal Access				✓
1 Select Membership Level >	<input type="radio"/> Level 1	<input type="radio"/> Level 2	<input type="radio"/> Level 3	<input checked="" type="radio"/> Level 4

ABOUT MEMBERSHIP LEVEL LIMITS:

- Membership level:** Each level is defined by the monthly fee and usage limits. A member may request a change to his membership level at any time.
- # Locations:** A member may post an item quantity as a total of all quantities of that item at multiple warehouses, or as warehouse-specific quantities. Levels #3 and #4 are for those members who choose to post inventory for sale at the resolution of specific warehouses.
- # Users:** A member may create multiple user accounts per membership. Such resolution allows the member to better measure site usage.
- # Communities:** A member is restricted to view and post items only from manufacturers/divisions for which it is currently authorized.
- # Posted items:** A member is restricted to the number of items that may be posted to the web site for sale at any one time.

This section of the **Request Community/Level Change** screen gives you access to request a change in membership level and changes to inventory-sharing communities activated on your account. Changes are not immediately made immediately after clicking on the **SUBMIT REQUESTED CHANGES** button (8). We require one or two business days to verify your authorized access to any newly requested communities.

- 1 **Select Membership Level:** Your current membership level is identified by the radio button currently clicked. Click on the radio button next to any other community to request an upgrade or downgrade to that membership level. We will not be aware of your request until you click on the **SUBMIT REQUESTED CHANGES** button (8) at the bottom of this screen. (You must scroll your browser window to get to the bottom.)

The table at the top of this screen shows the differences between the available membership levels. The meaning of each **Membership Level Limit** is explained in the section **About Membership Level Limits**. Each **Premium Feature** is described in the section **About Access to Premium Features**.

2 Authorized Inventory-Sharing Communities - Select communities for which you are a verifiable authorized distributor or for which you are the manufacturer. Upon verification, you will have full access (**SEARCH** and **POST**) to these communities.

COMMUNITIES

Filter:

4

5 Add >>

5 << Remove

A-D HVAC Division (private community)
A-D Plumbing Division (private community)
A. W. Chesterton Company
Accumulators, Inc.
ACE Controls Inc.
Alemite
Alkon Corporation, Fittings
Alkon Corporation, Valves
American Mobile Power, Hydraulics
Ametek M&G Division (diaphragm seals)
Ametek U.S. Gauge Division
Anchor Fluid Power Company
Arrow Pneumatics Fluid Power
ASA Hydraulik
ASCO Combustion Products
ASCO Pneumatic Fluid Power

6 TOTAL SELECTED COMMUNITIES (12 OF 20)

Filter:

4

A-D PVF Division (private community)
Eaton Aeroquip (North America)
Eaton Vickers (North America)
Eaton Weatherhead (North America)
Entegris Sensing and Controls
Original Automotive Fabrics (a private community)
Parker Canada - FCG & Hydraulics
Parker Hannifin Instrumentation Products Division
Shuford Mills, Outdura
SSP Instrumentation
WIKA Instrument

3 Unauthorized Inventory-Sharing Communities - Select communities for which you are not an authorized distributor or for which you are not the manufacturer. You will have unauthorized access (**POST** only) to these communities.

COMMUNITIES

Filter:

4

5 Add >>

5 << Remove

A-D HVAC Division (private community)
A-D Plumbing Division (private community)
A. W. Chesterton Company
Accumulators, Inc.
ACE Controls Inc.
Alemite
Alkon Corporation, Fittings
Alkon Corporation, Valves
American Mobile Power, Hydraulics
Ametek M&G Division (diaphragm seals)
Ametek U.S. Gauge Division
Anchor Fluid Power Company
Arrow Pneumatics Fluid Power
ASA Hydraulik
ASCO Combustion Products
ASCO Pneumatic Fluid Power

4 TOTAL SELECTED COMMUNITIES (12 OF 20)

Filter:

4

Entegris Fluid Handling Products

This section of the **Request Community/Level Change** screen lets you change which inventory-sharing communities are activated on your account. Changes are not immediately made immediately after clicking on the **SUBMIT REQUESTED CHANGES** button (8). We require one or two business days to verify your authorized access to any newly requested communities.

- 2 Authorized Inventory-Sharing Communities:** This top section is where you can manage your “authorized” access to communities. “Authorized” access is limited to wholesaler-distributors who are verifiable distributors of the product line associated with the community. This kind of access allows your users to **SEARCH** for items posted to the community, and allows you to **POST** your inventory data to the community. (Uploading inventory data is not available to level 1 members.) We verify every request for “authorized” access by either using the distributor locator tool at the manufacturer’s web site, or by contacting the manufacturer. Regardless of which method we use, we will let you know if we were unable to verify your authorized access to the communities that you requested.
- 3 Unauthorized Inventory-Sharing Communities:** This top section is where you can manage your “unauthorized” access to communities. “unauthorized” access is available to any member at level 2 or higher. This kind of access allows you to **POST** your inventory data to the community. (Uploading inventory data is not available to level 1 members.) Your users will not be able to **SEARCH** for any items posted to this community.
- 4 Scrollable Lists of Communities and Filters:** To find a desired inventory-sharing community, either scroll down the list of community names, or enter a brand name or manufacturer name in the Filter

field. As you type, the list of communities will auto-filter down to just those communities that meet your filtered search criteria.

To select a community to add or remove, click on the community name in the list. After clicking on a community, hold down the **Shift** key on your keyboard and then click on another community further up or down the list of communities. All communities between the two that you clicked on, including the two that you clicked on, will be selected. After clicking on a community, hold down the **Ctrl** key on your keyboard and then click on other communities anywhere in the list. Only the communities on which you clicked will be selected.

- 5 **Add and Remove:** When a community is selected in the list to the left, clicking on **Add** button will move the community to the list on the right, and remove it from the other list on the left. (A community can only be selected as either an authorized community or as an unauthorized community.) If more than one community is selected in the list to the left, clicking on the **Add** button will move all of the selected communities to the list on the right. If no communities are selected, then clicking on the **Add** button has no effect. The **Remove** button does the same thing as the **Add** button, just in the opposite direction. Use the **Remove** button to de-activate communities from your account.
- 6 **TOTAL SELECTED COMMUNITIES:** This tally shows how many communities have been selected. An unauthorized community counts toward the total number of communities that can be selected for your selected membership level.

A message in bold red font may appear if you try to select more communities than your selected membership allows. Be sure limit the number of requested communities to what your selected membership level allows.

7

ADD/REVIEW PAYMENT METHOD

Premium-Level Membership Subscription Payment Methods

Credit Card

Compare Payment Methods

CREDIT CARD

This is a MONTHLY payment method, and it is our default payment method.


Your premium-level monthly membership subscription fee will be charged to your credit card on the same day of each month. Once the card has been charged, it cannot be refunded. You may request an upgrade, downgrade or cancellation of your premium level subscription at any time.

Your credit card information is not stored on the WarehouseTWO server. Instead, it is stored and protected by [Authorize.net](#), a leading on-line credit card processing service.

To pay a full year's premium-level subscription via credit card, select "Check" in the payment method drop-down list above, and then send an email to customerservice@warehousetwo.com to request this alternative payment method.

Alternative payment methods: monthly payment via ACH, annual payment via check, or annual payment via wire-transfer.

* Cardholder Full Name	* City	* Card Type
<input type="text"/>	<input type="text"/>	Select...
* Phone Number	* State/Province/Region	* Credit Card Number
<input type="text"/>	<input type="text"/>	**** * * * *
* Email monthly credit card receipt to	Postal Code	* Expiration Month
<input type="text"/>	<input type="text"/>	Select...
* Address 1	* Country	* Expiration Year
<input type="text"/>	<input type="text"/>	Select...



8

9

SUBMIT REQUESTED CHANGES

CANCEL

- 7 **ADD/REVIEW PAYMENT METHOD:** Click on this button to enter or edit credit card information. This section is similar to the "PAYMENT" section of **ACCOUNT MAINTENANCE**. [Click here](#) to review the explanation of that section. If you are upgrading from a level 1 membership, you must

enter valid credit card information here, or your request will not get submitted. Contact us for information on alternative payment methods.

- 8 **SUBMIT REQUESTED CHANGES:** Click this button to submit your changes. We require one or two business days to verify your authorized access to any newly requested communities.
- 9 **CANCEL:** Click this button to cancel any changes made anywhere on this screen. If you click on this button, we will not receive any request for membership level or community changes.

Users

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SEARCH MULTI-SEARCH BARGAIN HUNT POST INVENTORY ADMINISTRATIVE TOOLS

zzWarehouseTWO Demo Account

Member Information **Users** Locations Bill To Remit To Communities Payment

1 Users (5 of 100)

4 SEARCH 5 RESET 6 ADD NEW USER 3 1 BACK NEXT

2 Name	User ID	Email	Last Login Date	Administrator	Portal	7 Login Status
Race Bannon	rbannon	warehousetwo@comcast.net	5/21/2020	<input type="checkbox"/>	<input type="checkbox"/>	IDLE
Generic Guest	wtwogenericguest	mark@warehousetwo.com	6/16/2015	<input type="checkbox"/>	<input type="checkbox"/>	IDLE
Mickey Mouse	mmouse	warehousetwo@comcast.net	5/3/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IDLE
Erin Tomalonis	etomalonis@comcast.net	etomalonis@comcast.net	5/2/2020	<input type="checkbox"/>	<input type="checkbox"/>	IDLE
Mark Tomalonis	wtwo_demo_admin	mark@warehousetwo.com	5/24/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CONNECTED

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This screen displays the current user accounts created on your company's member account. This is where an account administrator can edit existing user accounts and add or delete user accounts.

- 1 **Users (X of Y):** This shows how many user accounts have been created and how many are allowed for your membership level.
- 2 **List of Users:** The list of existing user accounts is displayed here. Click on any column header to sort the list by that column, in ascending order. Click on the column header again to re-sort the list in descending order. **Click on a user name to edit that user account.**
- 3 **Navigation Buttons:** If your account has more than fifteen users, these navigation buttons will become active. Click on these buttons, or use the drop-down page selector, to view other user accounts.
- 4 **SEARCH:** To find a specific user account, enter a first name, last name or email address into the search field, and then click on the **SEARCH** button. All user accounts that meet your search criteria will be displayed.
- 5 **RESET:** Click on this button to return the display of user accounts to the default listing (prior to any **SEARCH** you may have performed).
- 6 **ADD NEW USER:** Click on this button to create a new user account.
- 7 **Login Status:** This column shows whether a user is currently logged into his/her account ("CONNECTED" or not ("IDLE"). Clicking on a "CONNECTED" button immediately terminates that user's login session.

The screen for adding a new user account and for editing an existing user account is the same.

- 1 **First Name** and **Last Name**: These fields contain the user's first and last name, or any two text strings. These are required fields.
- 2 **User ID**: This field contains a unique log-in name. A user ID must consist of at least six characters, and must be unique in our system. We recommend that the user ID be the user's email address. This is a required field.
- 3 **Email Address**: This field must contain a unique valid email address. The same email address may not be assigned to multiple user accounts. This is a required field.
- 4 **Password**: This is the password used to log into the WarehouseTWO web site. This is a required field.
- 5 **Require Manual Entry of a sender's email address when sending a BROADCAST REQUEST email**: If this box is checked, the user will have to manually enter his email address into the **BROADCAST REQUEST** screen. This feature is beneficial if the user account is being shared by multiple employees.
- 6 **Default Language**: Selecting a language in this drop-down list determines in which language automated emails from WarehouseTWO will be sent to the user. The default value for this field is English. Learn more about what emails a user might receive from WarehouseTWO in the **Email Management** tutorial.
- 7 **Title**: This is intended to hold the user's job title or function. This is an optional field and currently has no functionality.
- 8 **Phone Number**: This holds the user's telephone number. This is a required field. This number is displayed underneath the user's company name in the default message of a **BROADCAST REQUEST** email **SEND EMAIL TO SELLER** email.

- 9 **Extension:** This is intended to hold the user's extension number. This is an optional field and currently has no functionality.
- 10 **Fax Number:** This is intended to hold the user's facsimile number. This is an optional field and currently has no functionality.
- 1 1 **User Location (City, ST/PR, Country):** The contents of this field are used to calculate the distance from the seller, when performing a search on the **SEARCH** or **MULTI-SEARCH** screen. Only locations recognized by Google's map database can be saved to this field. (Acceptable locations appear when one starts to type into this field.)
- 1 2 **Administrator:** If this box is checked, the user will have administrative access to your company's member account. Administrators have access to all of the features and functions found under the **ADMINISTRATIVE TOOLS** drop-down menu. Administrators also have access to the **POST INVENTORY** section of the web site. If this box is checked, the two boxes below (1 2 and 1 3) are also checked automatically, and cannot be unchecked.
- 1 3 **Receive Reminders:** If this box is checked, the user will receive automated emails five days before inventory data posted to your member account expires. These emails are sent out only to accounts at membership levels of 2 and higher, and are sent out only for inventory data posted to a location whose inventory data expiration period is set to "After 30 Days" or longer.
- 1 4 **Receive Announcements:** If this box is checked, the user will receive periodic emails from WarehouseTWO, including our monthly activity report email. (Our monthly e-Newsletters are sent to a separate email database.)
- 1 5 **Portal Access:** If this box is checked, an encoded URL will appear in the lower left-hand side of this screen. This is this user's unique **Portal Access** URL. It can be used to create a link for instant log-in to WarehouseTWO. This function works only when the **Portal Access** functionality has been activated on your member account. Learn more about this functionality in the **Portal Access** tutorial.
- 1 6 **Default Portal User Email Address:** This function works only when the **Portal Access** functionality has been activated on your member account and when the **Portal Access** box (1 4) has been checked for this user. If this field is blank, the user will have to enter an email address in the **BROADCAST REQUEST** screen. (No email address will be auto-entered there.) Whatever email address is entered into this field will be auto-populated into the **BROADCAST REQUEST** screen. **Portal Access** is a premium feature, and is available only to accounts at membership levels of 4 and above. Learn more about this functionality in the **Portal Access** tutorial.
- 1 7 **DELETE USER:** Click on this button to delete the user account in view on this screen.
- 1 8 **CANCEL:** Click this button to not save changes made to any field or setting on this screen.
- 1 9 **SAVE CHANGES:** Click on this button to save the newly entered user account, or to save changes made to an existing user account.

Locations

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SEARCH MULTI-SEARCH BARGAIN HUNT POST INVENTORY ADMINISTRATIVE TOOLS

zzWarehouseTWO Demo Account

Member Information Users **Locations** Bill To Remit To Communities Payment

1 Locations (2 of 50)

4 **4** **5** **6** **3**

SEARCH ADD NEW LOCATION RESET

Loc ID	Name	Items Posted	Inventory Postings Expiration	Web Market Location
86	Carmel	9	After 30 Days	<input type="checkbox"/>
1581	Quest Industries (Web Market)	0	After 365 Days	<input checked="" type="checkbox"/>

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This screen displays the current location records created on your company's member account. This is where an account administrator can edit existing location records and add or delete location records.

- 1** **Locations (X of Y):** This shows how many location records have been created and how many are allowed for your membership level.
- 2** **List of Locations:** The list of existing location records is displayed here. Click on the **Name** column header to sort the list by location name, in ascending order. Click on the column header again to re-sort the list in descending order. **Click on a location name to edit that location record.**
- 3** **Navigation Buttons:** If your account has more than five location records, these navigation buttons will become active. Click on these buttons, or use the drop-down page selector, to view other location records.
- 4** **SEARCH:** To find a specific location record, enter any part of the location name into the search field, and then click on the **SEARCH** button. All location records that meet your search criteria will be displayed.
- 5** **RESET:** Click on this button to return the display of location records to the default listing (prior to any **SEARCH** you may have performed).
- 6** **ADD NEW LOCATION:** Click on this button to create a new user account.

The screenshot shows the 'EDIT LOCATION' form with the following fields and callouts:

- 1**: Location Name (required)
- 2**: Contact Name (required)
- 3**: Contact Email Address (required)
- 4**: Phone Number (required)
- 4**: Extension (optional)
- 4**: Fax Number (optional)
- 5**: URL (optional)
- 6**: Address 1 (required)
- 6**: Address 2 (optional)
- 6**: City (required)
- 6**: State/Province/Region (required)
- 6**: Postal Code (required)
- 6**: Country (required)
- 7**: Location Identifier (City, ST/PR, Country) (optional)
- 8**: Default Currency (dropdown menu)
- 9**: Inventory Postings Expiration (dropdown menu)
- 10**: Web Market Location (checkbox)
- 11**: Exclude From SEARCH Results (checkbox)
- 12**: Auto-Delete Unrefreshed Records (checkbox)
- 13**: How to Order (text area)
- 14**: DELETE LOCATION button
- 15**: Cancel button
- 16**: SAVE CHANGES button

- 1 Location Name:** This is a free-form text field, and should contain either your company name or a descriptive name of this location. This is a required field. Examples of descriptive names are “Westfield Branch”, “Main Warehouse”, and “ACME Company – Westfield”.
- 2 Contact Name:** Enter a primary contact for accepting inquiries from other WarehouseTWO members. This is a required field. This name will appear as a hyperlink in the **Source Detail** screen of the **SEARCH** function, with the **Contact Email Address** (3) behind this hyperlink.
- 3 Contact Email Address:** The email address entered into this field will receive **BROADCAST REQUEST** emails from other WarehouseTWO members. This is a required field. To have more than one email address receive **BROADCAST REQUEST** emails, enter a group email address into this field. Then assign multiple email addresses to that group email address in your company’s email system.

For memberships at level 3 and above, you can create multiple location records and assign a different **Contact Email Address** to each location. (You don’t have to use the additional location records for anything else.)
- 4 Phone Number, Extension and Fax Number:** The values entered in these fields appear in the **Source Detail** screen of the **SEARCH** function. The **Phone Number** field is a required field. The other two are optional fields.
- 5 URL:** This field can contain your company’s web site address. This is an optional field. When populated with a valid web address, the name of your location will appear as a hyperlink in the **Source Detail** screen of the **SEARCH** function.
- 6 Address Fields:** These fields are for the physical address of this location. The information entered into these fields is displayed in the **Source Detail** screen of the **SEARCH** function. With the exception of **Address 2**, all of these fields are required fields. If your address does not have a **State/Province/Region**, then enter “X” in to this field. If your billing address does not have a **Postal Code**, then enter “1” into this field.
- 7 Location Identifier (City, ST/PR, Country):** The contents of this field are used to calculate the distance from the buyer who performs a search on the **SEARCH** or **MULTI-SEARCH** screen. Only locations recognized by Google’s map database can be saved to this field. (Acceptable locations appear when one starts to type into this field.)

8 Default Currency: This setting determines how the prices in your uploaded inventory data file will be interpreted and displayed. The default value is **\$USD**. Refer to our **POST INVENTORY** tutorial for more information on this setting.

9 Inventory Posting Expiration: This setting determines when items posted to this location will expire. Choices are:

- After 1 Day
- After 7 Days
- After 30 Days
- After 90 Days
- After 365 Days

Refer to our **POST INVENTORY** tutorial for more information on this setting.

10 Web Market Location: When this box is checked, item records posted to this location will NOT appear in search results at the WarehouseTWO website. But they might appear in searches at Google or Bing. Learn more about this functionality in our **WEB MARKET** tutorial.

1 1 Exclude from SEARCH Results: This box can be checked only when the “Web Market Location” box is also checked. When this box is unchecked, items posted to this location will appear in search results at the WarehouseTWO website for any WarehouseTWO member, regardless of community access. When this box is checked, items posted to this location will not appear in search results at the WarehouseTWO website.

1 2 Auto-Delete Unrefreshed Records: When this box is unchecked, item records posted to this location will auto-expire based on when they were posted and the location’s Inventory Postings Expiration setting on this screen (**9**). When this box is checked, item records posted to this location, but not refreshed or added in the most recently uploaded inventory data record will auto-expire immediately after that last file was uploaded (either manually at the WarehouseTWO website or via FTP upload).

1 3 How to Order: This is a free-form text field. Text entered into this field will be displayed along with every item record posted to this location, when viewed on the **Source Detail** screen.

1 4 DELETE LOCATION: Click on this button to delete the location record in view on this screen.

1 5 CANCEL: Click this button to not save changes made to any field or setting on this screen.

1 6 SAVE CHANGES: Click on this button to save the newly entered location record, or to save changes made to an existing location record.

Bill To and Remit To

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The tabs “Bill To” and “Remit To” have identical fields. They contain the address to which other WarehouseTWO members are to submit invoices to you when you purchase an item from them, and the address to which other WarehouseTWO members should submit payment for items that they have purchased from you, respectively. The fields on these screens may have been auto-populated when you registered your WarehouseTWO account. All of these fields may be overwritten, if your **Bill To** and/or **Remit To** address is different than your main mailing address. Your **Bill To** and **Remit To** addresses are part of your company’s record in the file exported in the **Export Member Records** function. Learn more about this functionality in the **Export Member Records** tutorial.

- 1 **Address Fields:** The information entered into these fields is part of your company’s record in the file exported in the **Export Member Records** function. With the exception of **Address 2**, all of these fields are required fields. If your address does not have a **State/Province/Region**, then enter “X” in to this field. If your **Bill To** address does not have a **Postal Code**, then enter “1” into this field.
- 2 **Phone Number, Extension and Fax Number:** The values entered in these fields part of your company’s record in the file exported in the **Export Member Records** function. The **Phone Number** field is a required field. The other two are optional fields.
- 3 **CANCEL:** Click this button to not save changes made to any field or setting on this screen. When clicked, this screen will appear:

Click “OK” to not save changes; you will be redirected to the Member Info tab, if you are not already there. Click “Cancel” to return to the screen for continued editing or to save your changes.

- 4 **SAVE CHANGES:** Click on this button to save changes made to the information on this screen.

Communities

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The screenshot shows the WarehouseTWO Inventory-Sharing Solution interface. At the top, there's a navigation bar with 'WarehouseTWO' logo, 'Inventory-Sharing Solution', and user information 'Logged in as Mark Tomalonis'. Below this is a secondary navigation bar with tabs: SEARCH, MULTI-SEARCH, BARGAIN HUNT, POST INVENTORY, and ADMINISTRATIVE TOOLS. The main content area is titled 'zzWarehouseTWO Demo Account' and has a sub-navigation bar with tabs: Member Information, Users, Locations, Bill To, Remit To, Communities (selected), and Payment. The 'Communities' section is divided into three numbered parts: 1. Inventory-Sharing Communities (21 of 200), 2. Authorized Communities, and 3. Unauthorized Communities. Part 2 lists 20 communities in two columns, including Bosch Rexroth, Eaton, Emerson, Honeywell, Parker Hannifin, and United Electric Controls. Part 3 lists one community: 589 - marketplace: miscellaneous. At the bottom right of the communities list is a button labeled 'REQUEST COMMUNITY/LEVEL CHANGE' with a red '4' above it. The footer contains links for About Us, Inventory-Sharing Communities, Become a Member, Contact Us, Privacy, Terms of Use, Insights (Featured Articles), and e-Newsletter Sign-Up, along with a copyright notice for 2020 WarehouseTWO, LLC.

This screen displays the inventory-sharing communities currently activated on your WarehouseTWO member account.

- 1 **Inventory-Sharing Communities (X of Y):** This shows how many inventory-sharing communities have been activated on your account and how many can be activated, based on your membership level.
- 2 **Authorized Communities:** Items posted by other WarehouseTWO members to these communities may appear in search results by your users.
- 3 **Unauthorized Communities:** For memberships at level 2 and higher, you may post your own inventory data to these communities. Other members' items posted to these communities will not appear in search results by your users. Unauthorized access to communities is not available to level 1 members.
- 4 **REQUEST COMMUNITY/LEVEL CHANGE:** Click this button to navigate to the **Change Membership Level** screen. On this screen you will be able to request a change to your membership level and request changes to the inventory-sharing communities activated on your account.

Payment [Back to Contents](#)

This tab does not appear for Level 1 (free) member accounts.

Standard method of payment for a premium-level membership is via a monthly auto-charge to a credit card on file. Alternative payment methods are explained at the end of this section.

WarehouseTWO[®]
Inventory-Sharing Solution

Language: Logged in as Mark Tomalonis My Account Log Out

Help with this page: PDF View All Tutorials

SEARCH MULTI-SEARCH BARGAIN HUNT POST INVENTORY ADMINISTRATIVE TOOLS

zzWarehouseTWO Demo Account

Member Information Users Locations Bill To Remit To Communities **Payment**

Premium-Level Membership Subscription Payment Methods 1 Credit Card [Compare Payment Methods](#)

CREDIT CARD

This is a MONTHLY payment method, and it is our default payment method.

Your premium-level monthly membership subscription fee will be charged to your credit card on the same day of each month. Once the card has been charged, it cannot be refunded. You may request an upgrade, downgrade or cancellation of your premium level subscription at any time.

Your credit card information is not stored on the WarehouseTWO server. Instead, it is stored and protected by [Authorize.net](#), a leading on-line credit card processing service.

To pay a full year's premium-level subscription via credit card, select "Check" in the payment method drop-down list above, and then send an email to customerservice@warehousetwo.com to request this alternative payment method.

Alternative payment methods: monthly payment via ACH, annual payment via check, or annual payment via wire-transfer.

* Full Name (exactly as it appears on the card) 2

* Phone Number 3

* Charge Receipt Recipient Email Address 4

* Address 1 5

* City

* State/Province/Region

* Postal Code

* Country

* Card Type 6

* Credit Card Number 7

* Expiration Month 8

* Expiration Year 8

Authorize.net
Click
Credit Card Processing

9 10

CANCEL **SAVE CHANGES**

About Us Inventory-Sharing Communities Become a Member Contact Us Privacy Terms of Use Insights (Featured Articles) e-Newsletter Sign-Up

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At the top of this tab is a drop-down menu listing available payment methods (1). The default value is "Credit Card". Other payment methods are described behind the link "Compare Payment Methods" and at the end of this section.

- 2 Full Name:** This field must contain the card holder's name, exactly as it appears on the credit card.
- 3 Phone Number:** This is the telephone number assigned to your credit card account, on record with your credit card company. This is a required field. This must match the phone number on record exactly, because we use this value for card validation.
- 4 Charge Receipt Recipient Email Address:** This is the email address that receives our monthly subscription fee payment receipt. This is a required field. It can contain only a single email address.

If you want more than one person to receive our receipt emails, enter a group email address into this field, and assign multiple contacts to this group email address in your company's email system.

- 5 **Address fields:** These fields must contain the address to which your credit card company sends your monthly statement. All fields are required fields. The fields **State/Province/Region** and **Country** will present suggested values when you start typing into these fields. These fields are free-form; you may select one of the suggested values or enter in any other value. If your billing address does not have a **State/Province/Region**, then enter "X" into this field. If your billing address does not have a **Postal Code**, then enter "1" into this field.
- 6 **Card Type:** Click on the drop-down arrow to select the type of credit card entered here. This is a required field. We accept **American Express**, **Master Card** and **Visa** cards.
- 7 **Credit Card Number:** This field must contain a valid credit card number. This is a required field. Do not include spaces or hyphens when entering a credit card number. They will be added automatically, according to which card type you selected.
- 8 **Expiration Month and Expiration Year:** These fields contain the expiration date on your credit card entered here. These are required fields. When you receive a credit card with a new expiration date, please update these two fields before your card is declined by our charging system.
- 9 **CANCEL:** Click this button to cancel any changes made to your credit card information on this screen.
- 10 **SAVE CHANGES:** Click this button to save changes to your credit card information or payment method selection. The change will go into effect within twenty-four hours.

For those who prefer not to pay for a premium subscription via credit card, we offer these alternative payment methods:

Check: This is an ANNUAL payment method. Your company will be invoiced annually at the start of your initial premium-level subscription period and about one month prior to the expiration of your existing premium-level annual subscription period. The invoice will be in the amount of twelve times the monthly subscription fee for the premium-level membership that you have selected. You may pay by check, credit card or ACH transaction. Payment is due within fifteen (15) days of the start of the new or renewed subscription period. Your check must be in \$USD, deposit-able to a U. S. bank. Once payment has been made, no portion can be refunded, even if you downgrade or cancel your premium-level subscription during the annual subscription period. If you upgrade your account during the period for which you have already paid the annual subscription fee for a lower-level membership subscription, you will be invoiced for the difference in subscription fees between your old and new membership levels covering the remainder of the twelve months for which you had already paid the annual subscription fee. You may request an upgrade, downgrade or cancelation of your premium level subscription at any time.

ACH: This is a MONTHLY payment method. "ACH" refers to automated clearing house payment method. You must set up in your own accounting/payment system an automated monthly funds transfer in the amount equal to the monthly premium-level membership subscription fee. Payment must be in \$USD. Payment must be made on the same day of each month, +/- two business days. No payment reminder or other monthly communication will be sent to you, unless payment is late. Once the monthly fee has been paid, it cannot be refunded. You may request an upgrade, downgrade or cancelation of your premium level subscription at any time. To pay a full year's premium-level subscription via ACH, select "Check" in the payment method drop-down list above, and then send an email to customerservice@warehousetwo.com to request this alternative payment method.

Wire Transfer: This is an ANNUAL payment method. Your company will be invoiced annually at the start of your initial premium-level subscription period and about one month prior to the expiration of your existing premium-level annual subscription period. The invoice will be in the amount of twelve times the monthly subscription fee for the premium-level membership that you have selected, plus a \$35 USD wire-transfer acceptance fee. Payment is due within fifteen (15) days of the start of the new or renewed subscription period. Once payment has been made, no portion can be refunded, even if you downgrade or cancel your premium-level subscription during the annual subscription period. If

you upgrade your account during the period for which you have already paid the annual subscription fee for a lower-level membership subscription, you will be invoiced for the difference in subscription fees between your old and new membership levels covering the remainder of the twelve months for which you had already paid the annual subscription fee, plus a \$35 USD wire-transfer acceptance fee. You may request an upgrade, downgrade or cancelation of your premium level subscription at any time.

How Do I...?

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1 ...change who receives **BROADCAST REQUEST** emails?

Change the email address in your Location record(s). This is the only email address in your account that receives **BROADCAST REQUEST** from other members, unless additional email addresses have been entered on the "Broadcast Request Recipients" tab in the "System Notifications" functionality, found under the "ACCOUNT SETTINGS" menu.

2 ...have more than one person receive **BROADCAST REQUEST** emails?

For memberships at any level, enter a group email address into the **Contact Email Address** field in any location record. Then assign multiple email addresses to that group email address in your company's email system.

For memberships at Level 3 and above, you can create multiple location records and assign a different **Contact Email Address** to each location. (You don't have to use the additional location records for anything else.)

For memberships at Level 3 and above, you can enter additional email addresses on the "Broadcast Request Recipients" tab in the "System Notifications" functionality, found under the "ACCOUNT SETTINGS" menu.

3 ...upgrade or downgrade my membership level?

Click on the **Request Community/Level Change** button on the **Member Information** tab.

4 ...change which inventory-sharing communities are activated on my account?

Click on the **Request Community/Level Change** button on the **Member Information** tab.

5 ...see my FTP user name and password?

Both values are displayed in un-editable fields on the **Member Information** tab. Our FTP server's URL is <ftp.warehousetwo.com>.

6 ...change my credit card information?

Click on the **Payment** tab.

7 ...pay for my WarehouseTWO membership other than with a credit card?

We also accept payment by annual check or bank-to-bank transfer of funds. Select an alternative payment method on the **Payment** tab. Contact us for additional guidance.

Tips and Tricks

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To get the best results with your WarehouseTWO membership:

1. Maintain accurate, complete information in your member record. Having complete information will make it easier for other members to transact with you.
2. Participate in as many inventory-sharing communities as your membership allows. Participation in more communities means that more inventory will be available to you and more companies may buy from you.
3. Upload as many inventory data records as your membership allows. More posted data means more opportunities to get orders.
4. Provide individual user accounts to all of your employees responsible for customer service, inside sales and purchasing. Our web site does not allow for concurrent use of a shared user account, unless the **PORTAL ACCESS** functionality has been activated on that user account.
5. Keep your "How to Order" instructions in your location record(s) accurate and complete. More information here will make it easier for other members to purchase from you. Include the statement, "Indicate that you found this item at WarehouseTWO." This will help your customer service representatives validate the price that the other WarehouseTWO member is referencing when he contacts you to buy an item that you have posted to your WarehouseTWO account.

Enter a group email address in the **Contact Email Address** field in your location record(s). Assign a small group of experienced customer service people to this email group. By doing this, everyone in the group will receive **BROADCAST REQUEST** emails from other members. If one email recipient is unavailable, others in the email group may be available to respond to the **BROADCAST REQUEST** inquiry, increasing your chances of getting an order. An alternative way to have more than one contact receive **BROADCAST REQUEST** emails is to enter additional email addresses on the "Broadcast Request Recipients" tab in the "System Notifications" functionality, found under the "ACCOUNT SETTINGS" menu.

6. Keep your credit card information current. If your card has expired or has been canceled, please update your credit card record on your WarehouseTWO account. This will eliminate re-work by you later on, when you card has been declined by our auto-charge process.
7. Please do not request "authorized" access to any inventory-sharing community for which you already know that you are not an authorized distributor. We do our best to verify every request, but we will not give you access if we cannot verify your relationship with the manufacturer. Selecting such access is extra work for us and a pending disappointment for you.

Got a Question? _____ [Back to Contents](#)

Got a question about **ACCOUNT MAINTENANCE** or this tutorial? Let us help:

- a) [Email us](#).
- b) Call us at 650.329.1592.
- c) Post your question to our LinkedIn group, [WarehouseTWO Users Forum](#).