



Ace Hardware Corporation

VENDORS.COM ACCESS AND SETUP INSTRUCTIONS

SECTION A

WELCOME TO VENDORS.COM!

STEP TO PERFORM IMMEDIATELY:

1. PLEASE SAVE THIS DOCUMENT FOR FUTURE REFERENCE.
2. PLEASE READ ENTIRE DOCUMENT BEFORE LOGGING ON.
3. Mandatory System Requirements:
Internet Explorer 6.0, 7.0 or 8.0 *AOL will not work
Microsoft Windows 2000, XP or Vista

LOGIN/PASSWORD INFORMATION AND STEPS TO PERFORM WHEN YOU ARE READY TO ACCESS THE SPECIFIC APPLICATION

Section B: How to Access Vendors.com	Page 2
Section C: Active X Update	Page 3
Section D: Internet Explorer 8.0 Setup Instructions	Page 4

STEPS TO PERFORM FOR SETUP / TROUBLESHOOTING:

Go to the vendor's site: www.acehardware-vendors.com for

- Internet Explorer 6.0, 7.0 or 8.0 Setup Instructions
- Deduction Legend
- AP Data FAQs

If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

Contact Name	E-Tools/Firewall I.D.	Password	Tool Box I.D.	Password	Ticket #

Section B

How to Access Vendors.com

1. Go to the Vendors website: www.acehardware-vendors.com.
2. To access secure applications, click on 'E-Tools'. You will then be prompted for your Firewall user ID and Password. THIS PASSWORD IS CASE SENSITIVE. This will bring you to the E-Tools Home Page. Here you will find our Store List, Quick Response Score Card and Credit Authorization Program and Convention Registration.
3. Click on Tool Box. You will then enter your Tool Box Security ID and Password. Here you will be able to access vendor specific applications like Daily Lost Sales, Lead Time Analysis, Purchasing Workbench, Vendor Report Cards, Demand History Files, Vendor Item Reference List (VIRL), Accounts Payable, Drop Ship Data Collection and New Item Start applications.
4. The firewall and toolbox passwords are CASE SENSITIVE and is configured as follows:
 2 Upper Case Alpha, 1 Numeric, 1 lower case alpha, 3 upper case alpha
 This password will not suspend if you type it incorrectly.
 The user name is one upper case alpha (V) and the balance is numeric.

THE FIREWALL ID/PW IS SET UP FOR THE COMPANY. SINCE IT HAS LIMITED ACCESS, IT CAN BE SHARED

If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

Section C

Active X Update

All vendors must install a patch for the upcoming Microsoft Internet Explorer 7.0 update

Ace has developed a software patch that must be downloaded onto all PCs used to access Vendors.com.

This patch is necessary to prepare your PCs for an upcoming Microsoft Internet Explorer 7.0 update and to ensure Vendors.com function properly.

You will receive this patch beginning Oct. 17 2006, the first time you login to Vendors.com 'E-Tools' with Administrator permission. Receiving the patch will take approximately two or three minutes per PC if you are using a dialup connection, or 5 to 10 seconds per PC for broadband (DSL, cable etc.) connections.

To download and install the Ace Hardware patch:

1. On or after Oct. 17 2006, log onto Windows as a user with **Administrator permission**.
2. Log onto Vendors.com 'E-Tools' as you normally would.
3. One of the following will occur:
 - o You will see a screen when you click on E-Tools while the Ace Hardware patch automatically downloads. After the download is complete the E-Tools login page will load as it normally does. This will happen if Vendors.com is a trusted site and you have all Active X controls enabled.
 - o You will see an instructional screen that walks you through downloading and installing the Ace Hardware patch. After the installation is complete the E-Tools login page will load as it normally does. This will happen if Vendors.com is a trusted site but not all ActiveX controls are enabled.
 - o You will see an instructional screen that walks you through downloading and installing the Ace Hardware patch. After the patch finishes installing, if requested you will need to restart Internet Explorer. This will happen if you already have Internet Explorer 7.0
4. Repeat these steps at every computer you use to access Vendors.com.

If you have any questions regarding this Ace patch, please send an e-mail to scenter@acehardware.com.

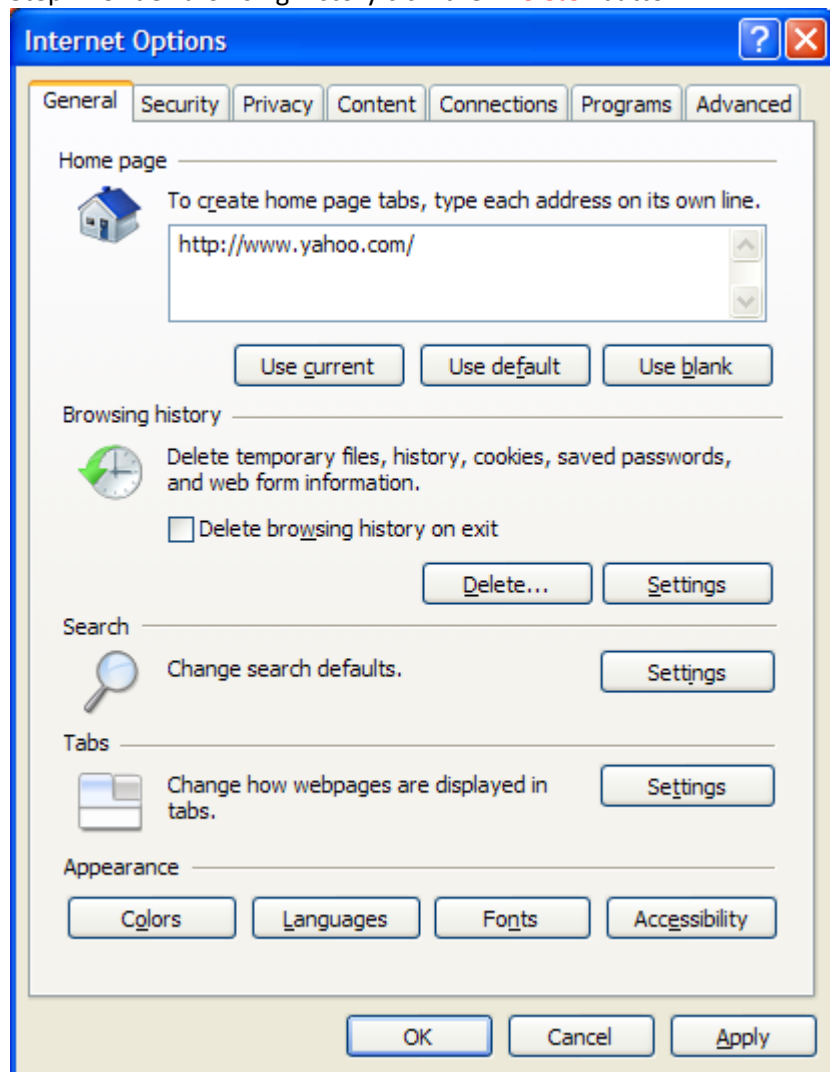
If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

Section D

Internet Explorer 8.0 Setup Instructions

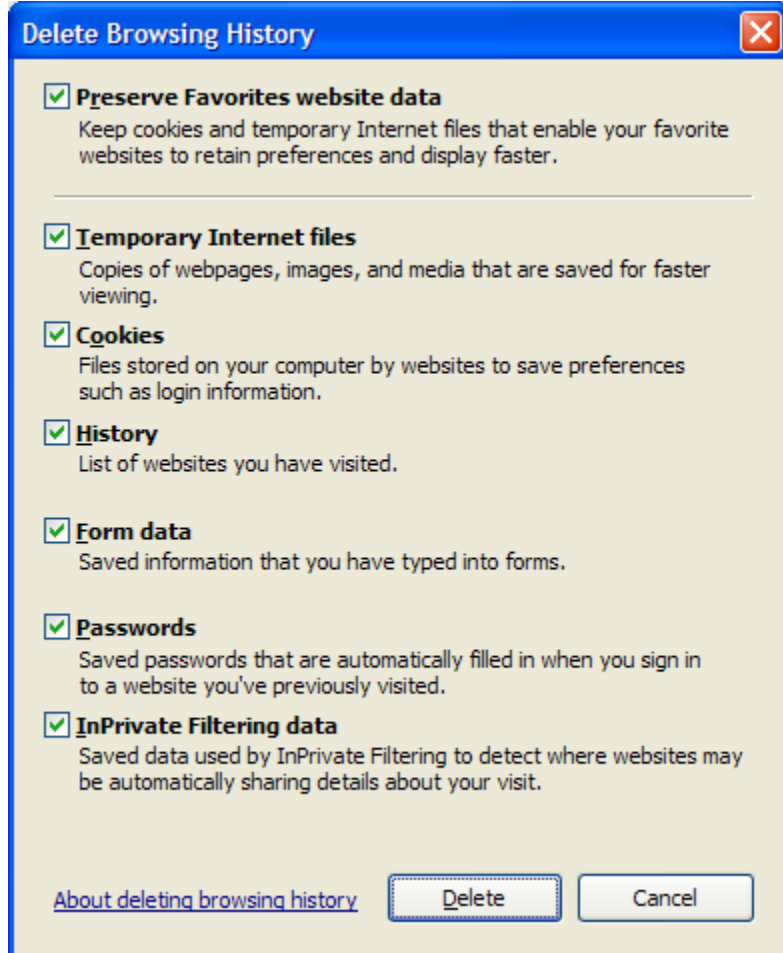
From any Internet page, go to tools > Internet Options

Step 1: Under browsing history click the "Delete" button.



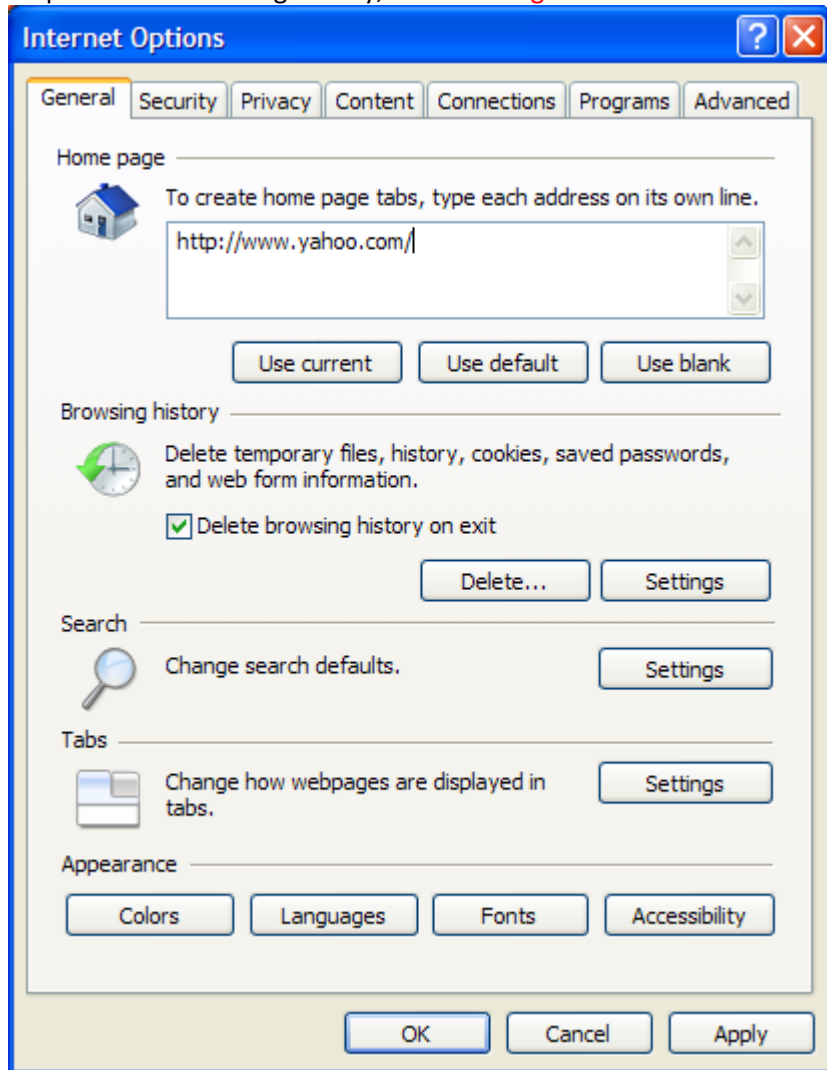
If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

Step 2: Make sure all boxes are checked. Click the “Delete” button.



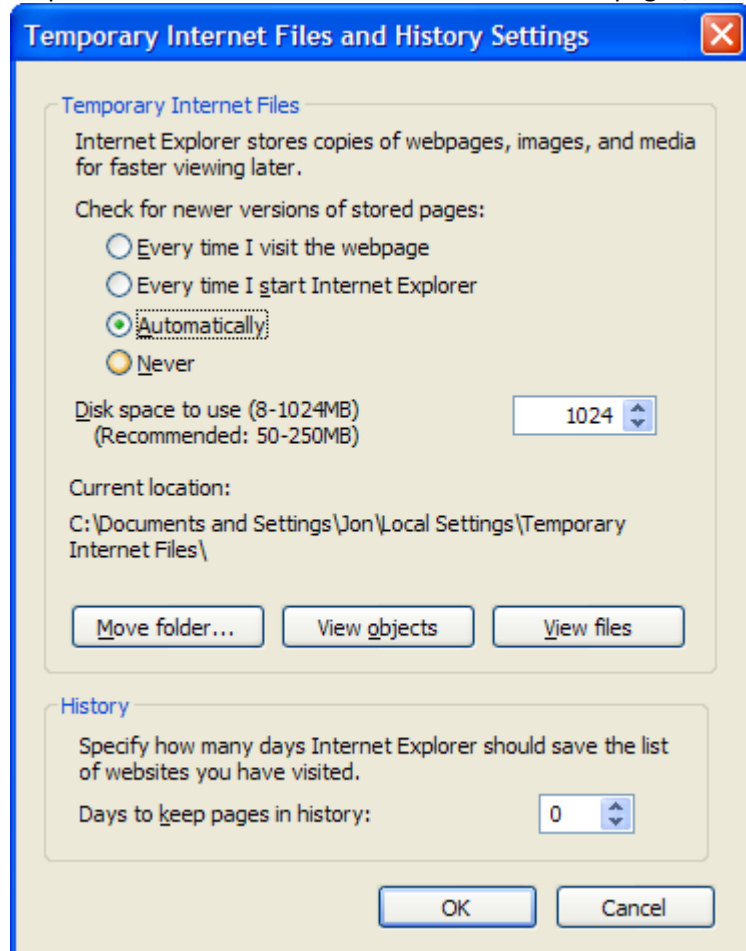
If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

Step 3: Under browsing history, click "Settings."



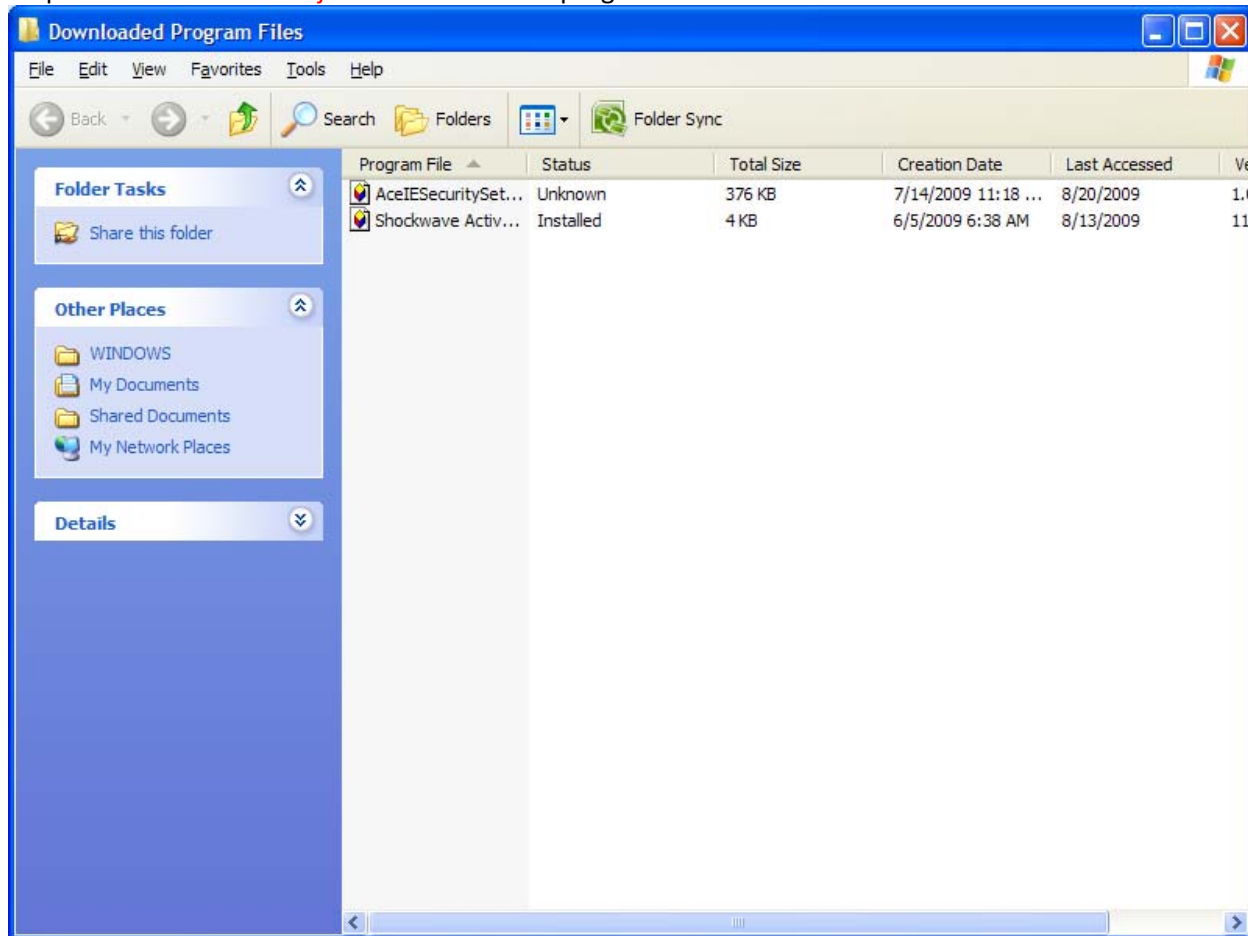
If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

Step 4: Under “Check for newer versions of stored pages,” select Automatically.



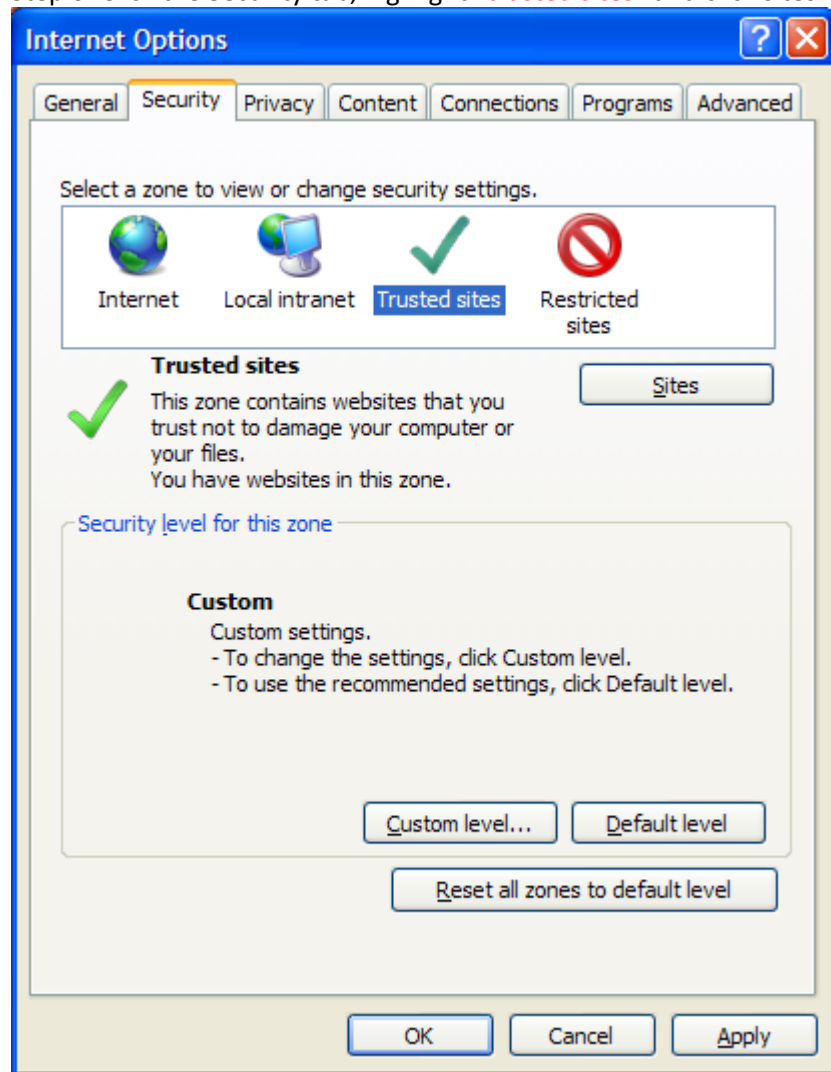
If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

Step 5: Click the “View Objects” and delete all programs in this folder.



If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

Step 6: Click the Security tab, highlight “trusted sites” and click sites



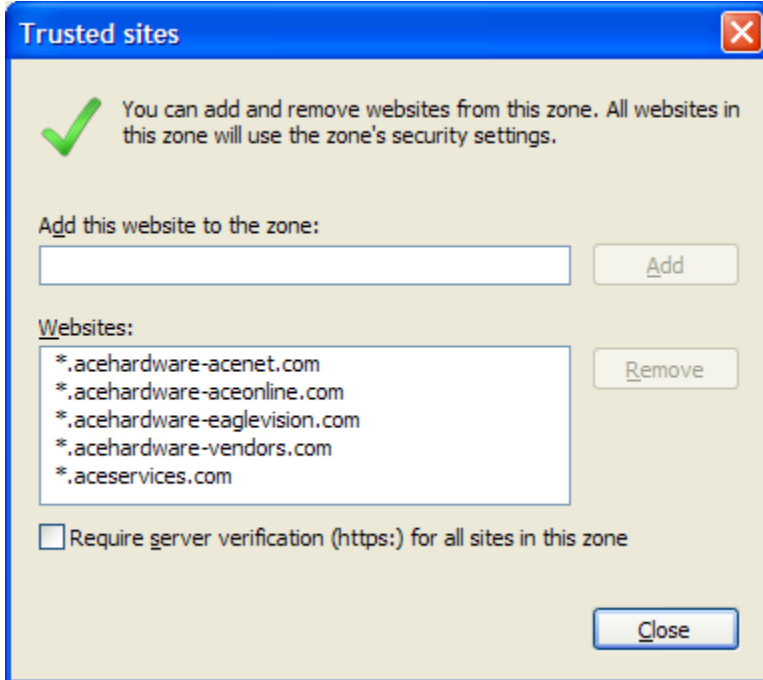
If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

Step 7: Make sure these addresses are in the box marked “Websites:”

- *.acehardware-acenet.com
- *.acehardware-aceonline.com
- *.acehardware-eaglevision.com
- *.acehardware-vendors.com
- *.aceservices.com

Be sure the HTTPS box is not checked.

Click close.



If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

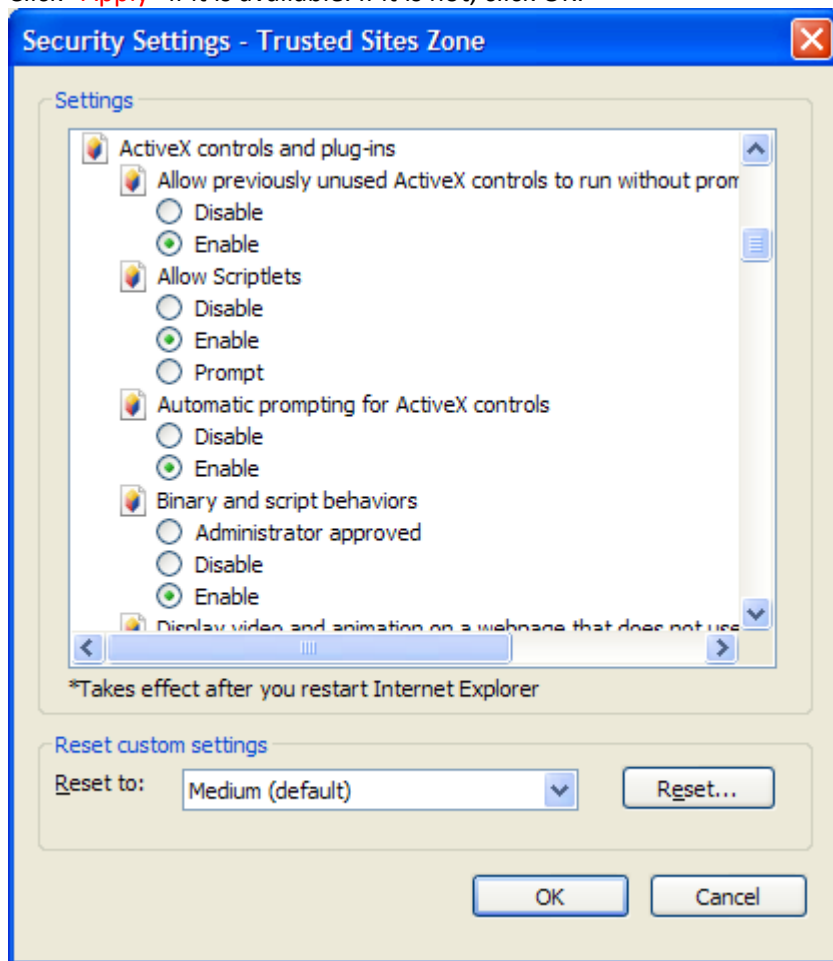
Step 8: With the “Trusted sites” icon selected, click Custom Level.

Under “Active X Controls and Plug Ins,” set all of the following to ENABLE:

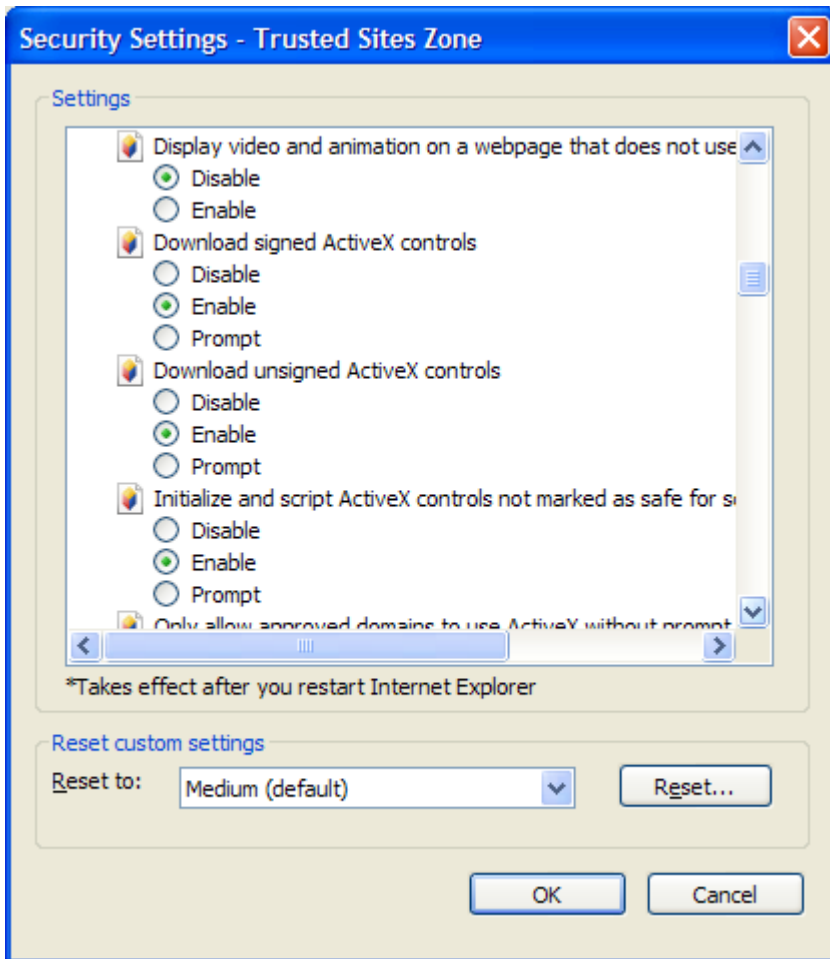
- Allow previously unused ActiveX controls to run without prompting
- Allow scriptlets
- Automatic Prompting for ActiveX controls
- Binary and Script behaviors
- Download signed ActiveX controls
- Download unsigned ActiveX controls
- Initial and script ActiveX controls not marked as safe
- Run ActiveX Controls and Plug-ins
- Script ActiveX controls marked safe for scripting*

Click OK.

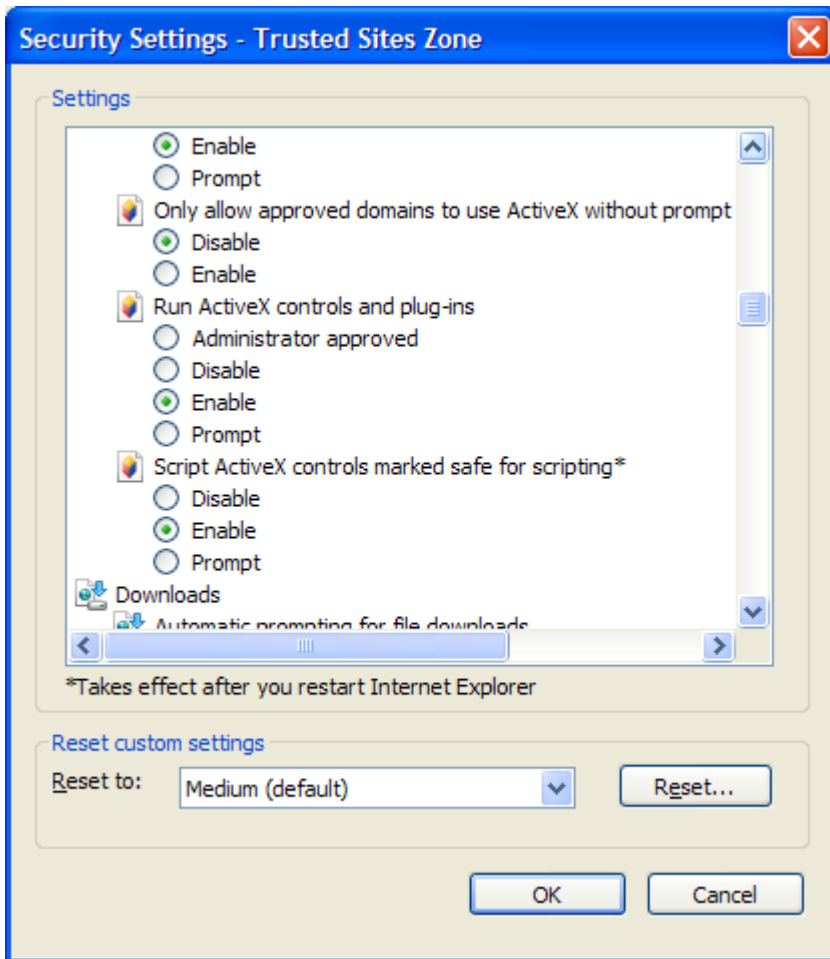
Click “Apply” if it is available. If it is not, click OK.



If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

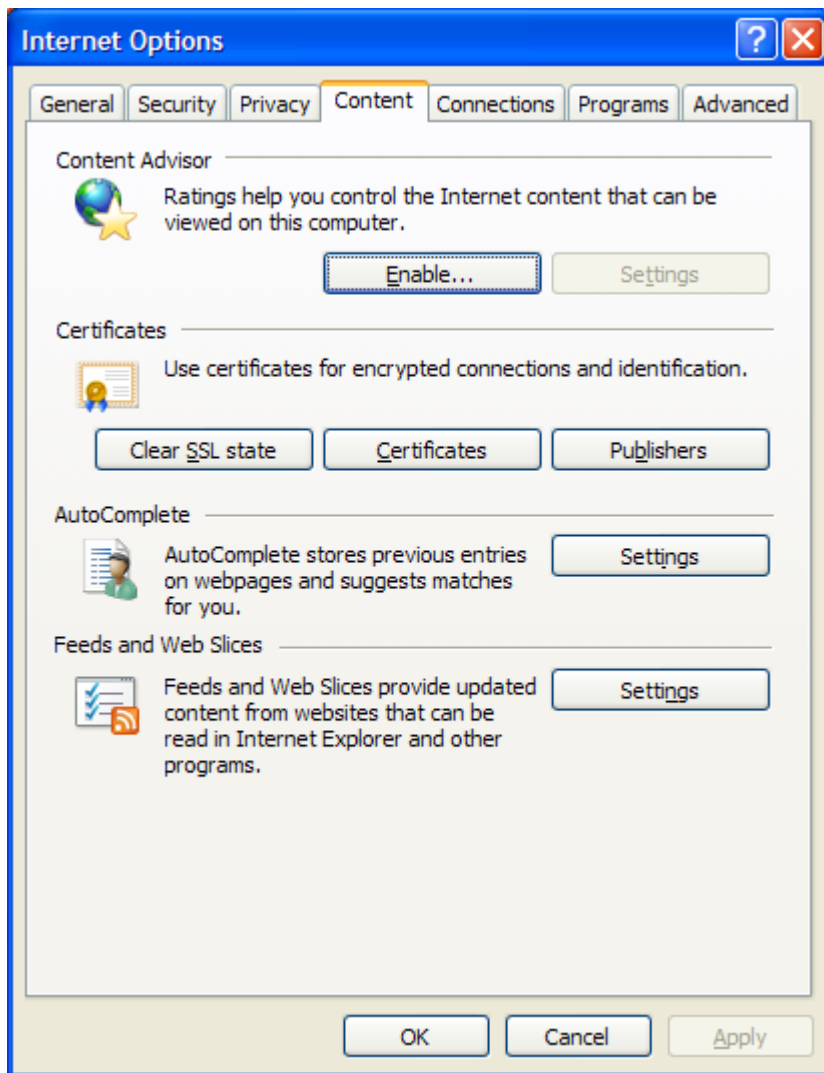


If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.



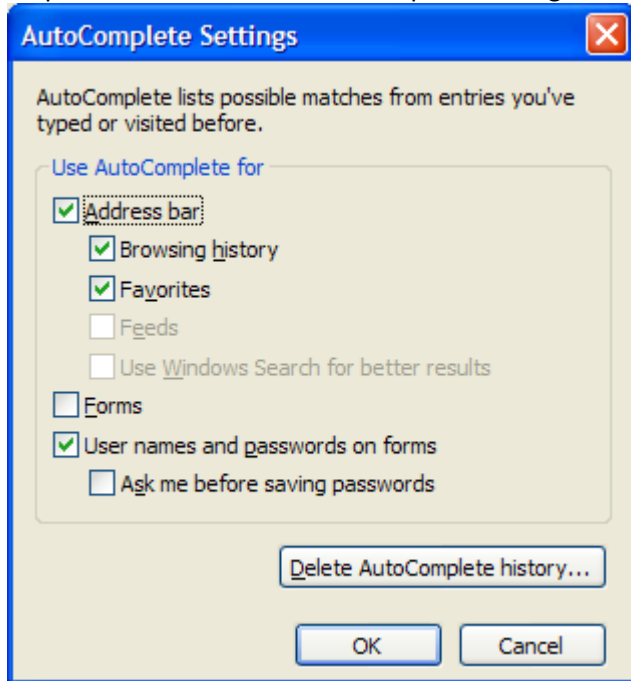
Step 9: Go to the Contents tab and click "Settings" under AutoComplete

If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.



If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

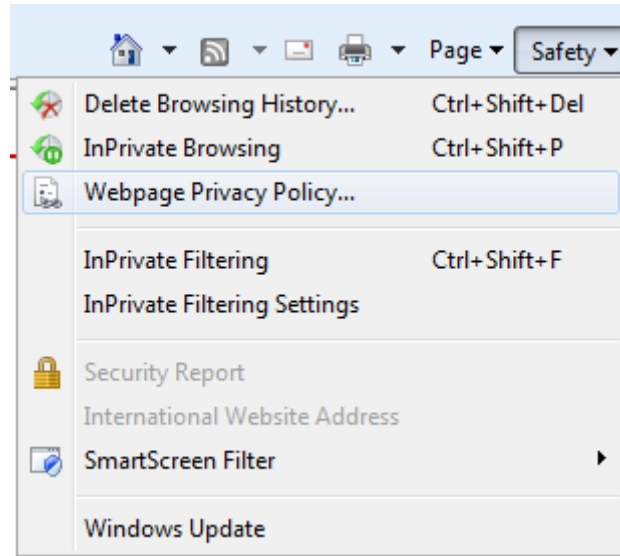
Step 10: Recommended AutoComplete Settings



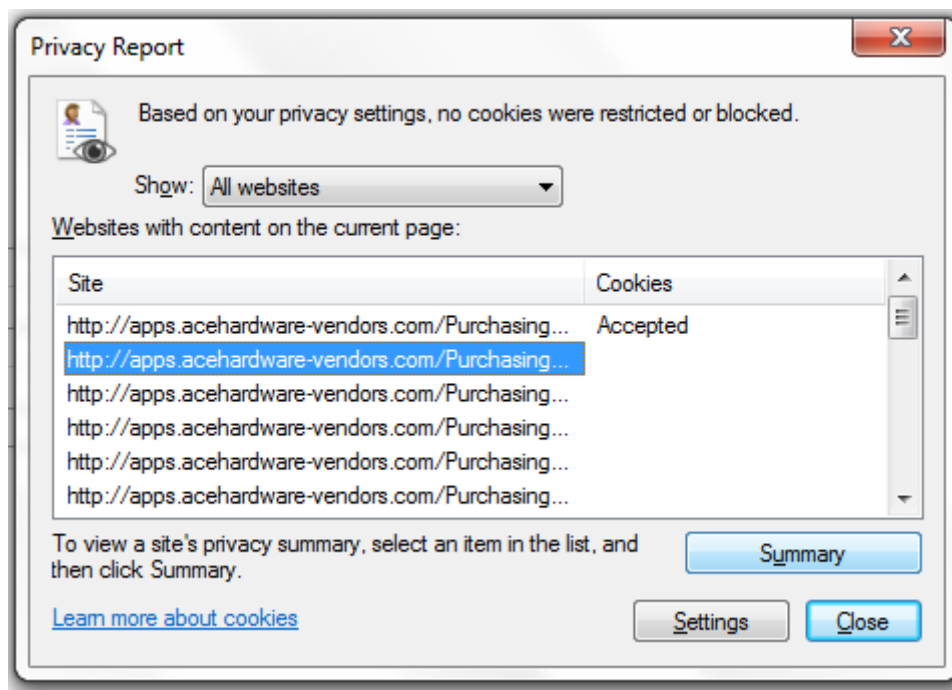
If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

*****Note*******Follow these additional steps if trying to use the Purchasing Workbench on IE 8.0**

1. When logged into the toolbox open the purchasing workbench and then click on the safety drop down and select Webpage Privacy Policy...

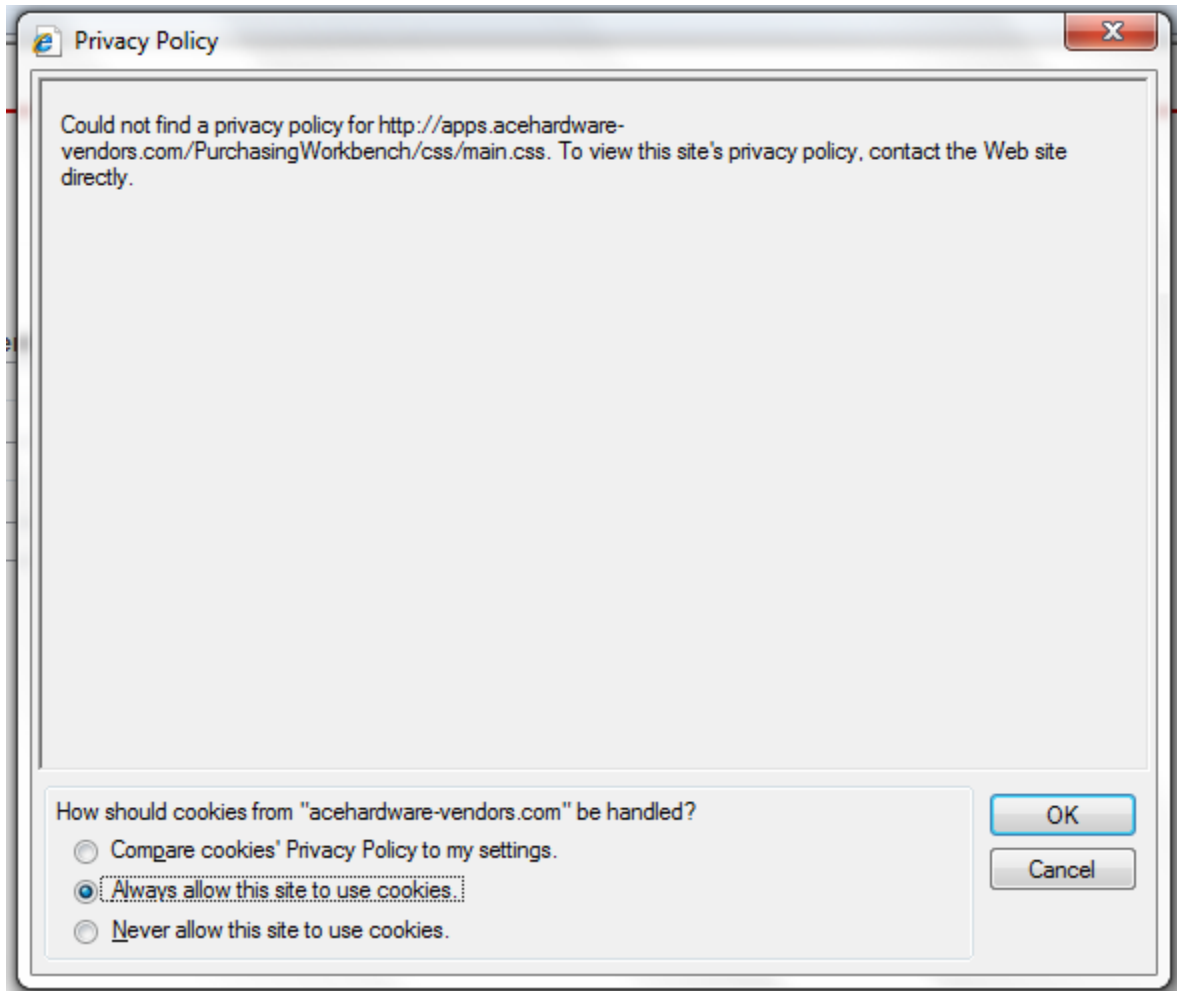


2. Highlight <http://apps.acehardware-vendors.com/Purchasing...> and click on Summary.



If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.

3. Select always allow this site to use cookies and click ok.



If you have any questions about any of these steps please contact the Support Center by sending an e-mail to scenter@acehardware.com, or you may call 630-990-6593.