



GE TradeWeb Service and Benefits:

- GE TradeWeb takes paperwork out of the document processing routine.
- GE TradeWeb contains the Purchase Order sent by Garden Ridge and an Invoice for you to complete and send.
- GE TradeWeb saves time with ready-to-use business forms in a secure environment, removing the complexity for those new to EDI.
- GE TradeWeb is the most competitively priced EDI solution for small businesses.
- With GE TradeWeb, you are only charged for invoices sent to Garden Ridge. There is no charge for the documents Garden Ridge sends you, unlike Service Bureaus.
- GE TradeWeb provides your business a method of communicating with Garden Ridge that is **better**, **faster** and **cheaper** than other alternatives for a small supplier.

Subscriber Fees:

	<u>U.S. Dollars</u>	<u>Canadian Dollars</u>
Initiation Fee	\$25 (one time charge)	\$35 (one time charge)
<u>Subscription Options:</u> *		
• Annual	\$650 per year (pre-paid)	\$975 per year (pre-paid)
• Monthly	\$65	\$95
• PAYG (Pay As You Go)	\$6 per message sent	\$8.50 per message sent

* Please call a GE representative at 1-800-334-5669, press option 3 or visit our TradeWeb website at www.getradeweb.com for more details on each of the pricing options listed above.

How to register and obtain more information about GE TradeWeb:

Here's how easy it is to get started. Sign onto www.getradeweb.com and click on "New User Sign-Up" to register. This web site allows visitors to view introductory information including an EDI tutorial demo of GE TradeWeb and detailed information regarding the pricing options. To speak to a GE Representative who can answer your questions and provide you with more information, please call **1-800-334-5669, option 3**. For assistance during registration and on-going TradeWeb support, call **1-800-474-2694, option 1**.

During Registration:

During your GE TradeWeb online registration, you will need a community and access code to access Garden Ridge's forms. Please contact GEIS's EC Service Center at 1-800-767-6893, option 2 for the appropriate community and access code. Please note that the access code is case sensitive. During registration, you will also create a memorable user ID and password. Please record this information and keep it in a safe place because it is needed to access TradeWeb in the future. Your user ID and password are used together to ensure only you can access your EDI messages and data.

After completing your online GE TradeWeb Registration:

After your registration is complete, you must setup your Trading Relationship to add the Garden Ridge Test and Production Community to your profile.

1. Do one of the following:
 - If you have just registered and are still on the *Congratulations* window, click the **Go to your Company Trading Center** bar below.
 - Sign on to the GE TradeWeb service.
2. Click the **Global Directory** icon in the left frame. This directory maintains a profile of every subscriber and sponsor of the GE TradeWeb service.
3. Find, and then select, the companies, or Trading Partners, you want to trade with. You want to select **Garden Ridge** and add this Trading Partner to your Personal Directory. You will be assigned one unique EDI address, which allows you to send and receive messages. This address will be in the format **“ZZ:W300000000XXXX”** and is used to process your documents. Record this address for your records.
4. Then, click on **Company Trading Center** and select **Global Directory**.
5. Find, and then select, the companies, or Trading Partners, you want to trade with. You want to select **Garden Ridge - Test** and add this Trading Partner to your Personal Directory.

Test Document Process:

Please contact GEIS's EC Service Center at 1-800-767-6893, option 2 to initiate the test document processing. GEIS EC Service Center will transmit a Garden Ridge test 850 Purchase Order to your **Garden Ridge – Test** Community and you will send back an 810 Invoice to complete the Test Process.