

Lesson 6 Managing Vendors

Prerequisites

For this exercise, you will use ClaimCenter and a supported web browser.

ClaimCenter Server and Contact Manager should be running when you start the exercise.

The default URL for ClaimCenter is <http://localhost:8080/cc/ClaimCenter.do>.

The default URL for ContactManager is <http://localhost:8280/ab/ContactManager.do>.

6.1 Exercise: Creating a vendor in ClaimCenter



Activity

In this exercise, you create a vendor in ClaimCenter and edit it in ContactManager.

1. **Log in to ClaimCenter as Sam TudentXX (user: studentXX, password: gw) and open the Kevin Smith claim.**
2. **Create a contact with the following details:**
 - a) Apple TowingXX (where XX is your student number)
 - b) It is an Auto towing agency.
 - c) The city and state is Waukegan, Illinois and the Tax Id is 851-77-2394
 - d) The role on the claim is towing agency for the Honda Civic.
3. **What is the status of the vendor contact? Why?**
4. **In a separate browser tab or window, log in to ContactManager as Carl Clark (cclark / gw) and approve the vendor you just created. Make sure to approve only your vendor (Apple TowingXX).**
5. **What is the status of the new vendor in ClaimCenter?**
6. **From ContactManager add the following two documents to the new vendor. The documents are in <ClaimCenterInstall>/course material. Typically, <ClaimCenterInstall> = C:\GW10\ClaimCenter**
 - a) AppleTowing – SLA.pdf
 - b) Apple Towing – ServiceOrderForm.pdf
7. **Add Towing as a service to this vendor.**
8. **From ClaimCenter, verify that the documents are available for use.**

6.2 Solution: Creating a vendor in ClaimCenter



Solution

1. Log in to ClaimCenter as Sam TudentXX (user: studentXX, password: gw) and open the Kevin Smith claim.
2. Create a contact with the following details:
 - a) Apple TowingXX (where XX is your student number)
 - b) It is an Auto towing agency.
 - c) The city and state is Waukegan, Illinois and the Tax Id is 851-77-2394
 - d) The role on the claim is towing agency for the Honda Civic.
3. What is the status of the vendor contact? Why?

The contact is linked to the AddressBook and in sync, but is pending approval. The new vendor was sent to ContactManager but has not yet been approved.
4. In a separate browser tab or window, log in to ContactManager as Carl Clark (cclark / gw) and approve the vendor you just created. Make sure to approve only your vendor (Apple TowingXX).
5. What is the status of the new vendor in ClaimCenter?

The contact is linked and in sync.
6. From ContactManager add the following two documents to the new vendor. The documents are in <ClaimCenterInstall>/course material.
 - a) AppleTowing – SLA.pdf
 - b) Apple Towing – ServiceOrderForm.pdf
7. Add Towing as a service to this vendor.
8. From ClaimCenter, verify that the documents are available for use.