1. Choose your job
   1. Supplier
   2. Buyer
2. Buyer:
   1. Start a new purchase
   2. Edit existing purchase
   3. Close existing purchase
   4. Invite existing buyer
3. Seller
   1. Accept buyer invitation
   2. Create new order
   3. Close existing order
4. **Buyer –** Start a new purchase
   1. Purchase type:
      1. Product
      2. Service
      3. Support
   2. Seller ID
   3. Seller Name - company
   4. Seller contact person
      1. Address
      2. Phone
      3. Email
5. **Buyer –** edit existing purchase – after the order has been created
   1. Edit - Purchase type:
      1. Product
      2. Service
      3. Support
   2. Edit - Seller ID
   3. Edit - Seller contact person
      1. Address
      2. Phone
      3. Email
6. **Buyer –** Close existing purchase
   1. Close existing order
   2. Select the order
   3. Delete/Cancel
7. **Buyer –** Invite existing user
   1. Enter Seller ID (ex. YREBJBF773937)
8. **Seller –** Accept Buyer Invitation
   1. ACCEPT/ REJECT
   2. Show buyer information
      1. Name
      2. Order Number
      3. Invoice / PO
9. **Seller –** edit existing purchase – after the order has been created
   1. Edit - Purchase type:
      1. Product
      2. Service
      3. Support
   2. Edit - Buyer ID
   3. Edit - Buyer contact person
      1. Address
      2. Phone
      3. Email
10. **Seller –** Create a new order
    1. Purchase type:
       1. Product
       2. Service
       3. Support
    2. Buyer ID
    3. Buyer Name - company
    4. Buyer contact person
       1. Address
       2. Phone
       3. Email
11. **Seller –** Close existing order
    1. Close existing order
    2. Select the order
    3. Delete/Cancel