



Guide

Practice Enterprise Marketplace

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IMPORTANT NOTE: Order Deletion

All sales and purchase orders created more than 24 months from today's date are automatically deleted on a daily basis. This does not affect new orders or orders placed or received within the last 2 years.

Orders that are more than 2 years old are permanently deleted and non-recoverable.

This is to save storage space and not slow down the Marketplace, as there are thousands of orders placed each year across the users. The storage space is limited, and the latency is reduced with this process.

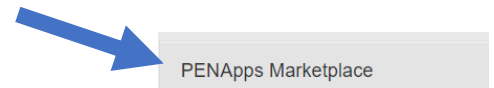
1. Connect to the Marketplace

To connect to the Marketplace, go to <https://marketplace.penworldwide.org>

You will be asked to enter your username and password that is supplied by your National Office.

You can also use the connection method set up by your National Office. The login method is different by country. For those using the Web Application, you can click the direct link to login to the Marketplace:

<https://penapps.penworldwide.org>



For Practice Enterprises using the PEN Worldwide Bank, you can connect directly using the Marketplace Login widget located on the portal of the Bank:



For Practice Enterprises using a national Login Service, you can click the widget directly from your National Portal or you can access the Marketplace from the Widget in the PEN Worldwide

Login system at <https://marketplace.penworldwide.org>

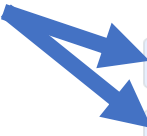
Click the Widget corresponding to your National Network

If you have your Marketplace Username and Password, you can also directly login at

<https://marketplace.penworldwide.org>

Log In Using a Local Account

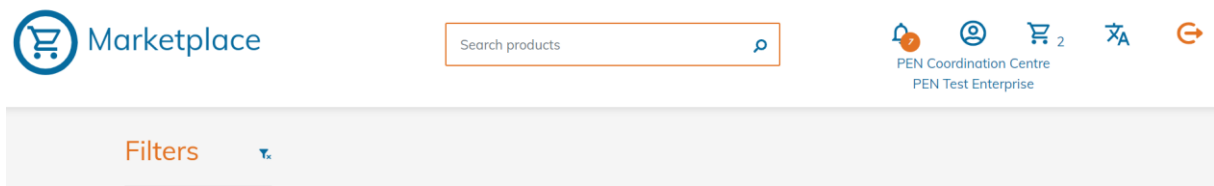
Please provide your login details to access the site.



☐ Remember me

2. Modify your Language in the Marketplace

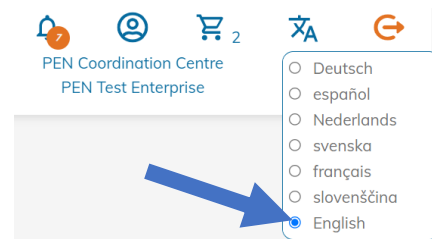
- a) Click on the icon on the top-right above your name to access your Enterprise Area



- b) Select the language from the list.

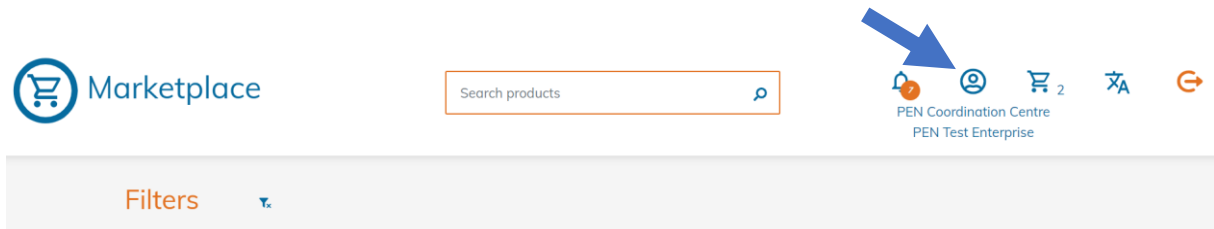
The languages that appear are the languages available in your country.

The entire Marketplace is **translated into 24 languages**; however, products may only be available in the native language in which they were created.



3. Access your Enterprise Management Area

Click on the icon on the top-right above your name to access your Enterprise Management Area.



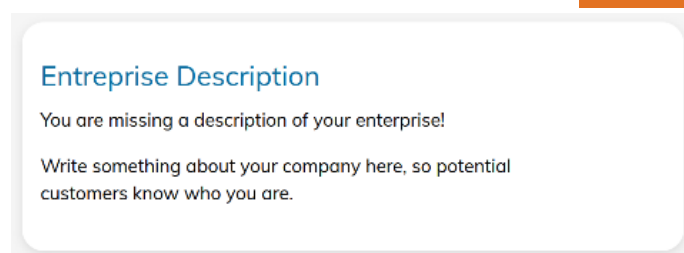
4. Enter a Description of your Enterprise Activity

Other Practice Enterprises need to know what you sell, so it's important to enter an activity description. We suggest that you enter the description in English **and** in your national language.

- a) Click on the Gear icon on the bottom left of your Enterprise Management Area:

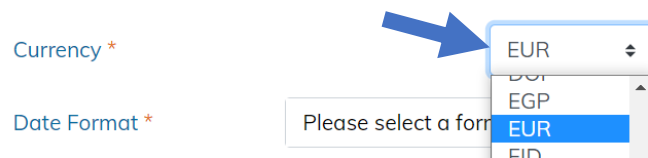


- b) Enter your text in the top section in « **Description** ». Keep your text short and direct and use keywords.



5. Set the Currency for your Enterprise

- Continue in the Settings page on the bottom left of your Enterprise Management Area.
- Verify the Currency for your Enterprise and change if necessary:



6. Set the Date Format

- Continue in the Settings page on the bottom left of your Enterprise Management Area.
- There are 5 options for the Date Format, depending on your country and language. Choose the format that you prefer for your Enterprise:



7. Copying your Enterprise Link

An Enterprise Link is a URL (web address) that you can copy and paste into your Marketing documents. It is a direct link to the Marketplace featuring all the products from your Enterprise. You can use it to link your customers directly to your products.

Enterprise Link*

<https://marketplace-dev.penworldwid>



Simply click on the  symbol to copy the URL to your Enterprise Page.

8. Adding your Payment Terms

Your **payment terms** must therefore be determined before starting to sell your products.

Click on « **Payment Terms** » and enter the delay offered to your customers (in days) to make a payment for their purchase.

Payment terms *

30

Days



9. Adding your Delivery Terms

Your **delivery terms** are important for your customers. They must therefore be determined before starting to sell your products.

Here you can enter the following terms:

1	Delivery terms *	30	Days
2	Freight *	Fixed Delivery Fee	
3	Fixed delivery fee *	Free delivery Carriage Forward Fixed Delivery Fee	EUR Excl VAT
4	Free Delivery if net purchase above *	150	EUR Excl VAT

1. Delivery Terms

The time it will take your Enterprise to deliver (in days) the purchase made by a customer.

2. Freight

- a. « Free Delivery » - delivery fees are included in the product price
- b. « Carriage forward » - delivery fees due at reception

You have to the option to include Free Delivery if the purchase is above a certain value.

- i. Select Carriage Forward
- ii. Enter the value for a customer to get free delivery

Freight *

Carriage Forward

Free Delivery if net purchase above *

150

EUR
Excl VAT

- c. « Fixed delivery fee » - a pre-determined fee decided by you for all products
This is a fixed delivery fee for any product no matter the dimensions or weight.
You have to the option to include Free Delivery if the purchase is above a certain value.

- A. Select Fixed Delivery Fee
- B. Enter the value of the fixed delivery cost
- C. Enter the value for a customer to get free delivery

Freight *

A

Fixed Delivery Fee

Fixed delivery fee *

B

10

EUR
Excl VAT

Free Delivery if net purchase above *

C

150

EUR
Excl VAT



3. Verify the Delivery Terms as well as all other Settings and click Save:

Currency *	EUR	
Date Format *	mm/dd/yyyy	
Company Link *	https://marketplace-dev.penworldwid	
Payment terms *	30	Days
Delivery terms *	7	Days
Freight *	Carriage Forward	
Free Delivery if net purchase above *	100	EUR Excl VAT



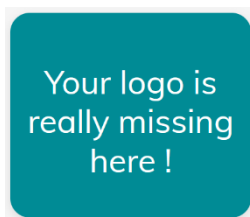
Save

10. Adding your Logo

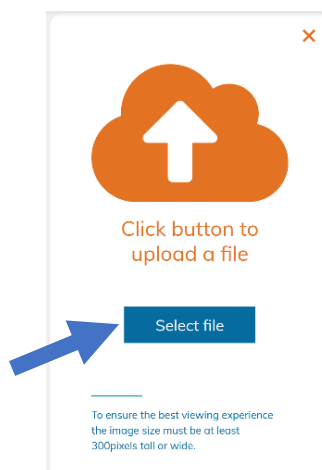
To ensure the best viewing experience the image size must be at least 300pixels tall or wide.

Continue to the top right tile of your Enterprise Management Area.

Click on
« Your logo is missing here »



Then click « **Select file** » to select the image file for your logo



Click on « **I like it** » to save the logo



Practice Enterprise Network
PEN WORLDWIDE

I like it!

No, I'll select a new one

Your Enterprise setup is now complete.

The next step is to start adding products and services for sale for your Enterprise.



11. Adding Products or Services

You can now add your products or services

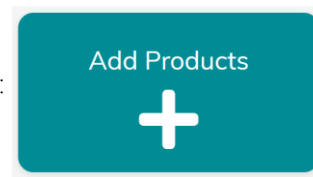
Click on « **Add products** » in the Enterprise Management Page:

Products are entered in the Marketplace in three steps:

Step 1: Product Information

Step 2: Custom Options

Step 3: Pricing and Display



Step 1: Adding the base Product Information (*means a mandatory field)

Add product

The screenshot shows the 'Add product' form in Step 1: Product Info. The form has a progress bar at the top with three steps: Step 1 (Product Info), Step 2 (Custom Options), and Step 3 (Pricing & Display). The form fields are labeled A through F:

- A** Product no. *: Text input field.
- B** Product name *: Text input field.
- C** Unit count *: Text input field with the value '1'.
- D** Product Categories *: Dropdown menu showing 'selected (0)'.
- E** Description *: Text area with a rich text editor (B I).
- F** No product picture yet! Click to add *: A warning message box on the right.

A 'Continue' button is located at the bottom right of the form.

A. Product Number*: Enter the product reference number.

B. Product Name*: Enter the Product Name. Names can be in English and/or national language. Be aware! Customers will search for your products by name. Ensure they are able to find your product in the Marketplace. We suggest using at least one English word to describe the product.

C. Unit Count*: Select the number of products you sell in one package. If you sell your products in packages of 10 and your customer buys 1 package, they get 10 products. If you sell your products in sets of 2, you must put it in the product name or description. In that case they get 10 products in sets of 2.



- D. Product Categories*:** Products can be linked to one or more Yellow Pages Categories. These are the Categories used to identify your products to your customers when they filter by Category. You should select all Categories that accurately match your product. DO NOT select all Categories. This will minimise the impact of your products in the Marketplace.

Click on the Dropdown selector: **Product Categories ***

selected (0)

Check the box for every Category you want your product to appear in.

You can select more than one Category.

Use the Search bar to search for a Category:

it

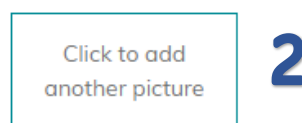
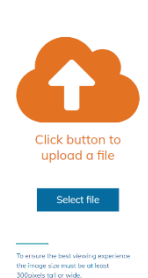
- ☒ IT and electronics
- ☐ Publicity, marketing and media
- ☐ Business services, public/private utilities

- ☐ Cars and vehicles
- ☐ Clothing and apparel
- ☐ Real estate, home and garden
- ☐ Recreation, arts and entertainment
- ☐ Food and beverages
- ☐ Sports and events, gaming and hobbies
- ☐ Health and personal well being
- ☒ Office equipment and supplies
- ☒ IT and electronics
- ☐ Publicity, marketing and media
- ☐ Transportation, logistics and storage
- ☐ Business services, public/private utilities
- ☐ Technical and industrial services and materials
- ☐ Travel and tourism
- ☐ Not listed

- E. Description*:** Enter a clear, short description of the product. We suggest to make it bilingual English/national language to help customers find your product when searching.

F. Picture*:

1. Click the link to enter one or more images for your product
2. Click Select File to choose and upload an image.
The image size must be at least 300 pixels tall or wide.
3. Click "I like it!" to accept the image.
4. You can now Click to add another image or delete the previous image:



- 1) Click to delete the image
- 2) Click to add another image.
You can add up to three images.

- G.** Click Continue

Continue



Step 2: Create new or choose custom options – optional

In this step you can add different options for a product. Example if you sell shoes, you can have options for sizes and/or for colours, or if you sell vacations, you can have options for different dates.

- a) If you have already created an options list, you can enter the Option Name directly:

Create new or choose custom options - optional

Option 1

Sizes

- b) Add an Option: If you have not created any options lists, click to Add an Option. Custom options can be colours, materials, sizes, week numbers, etc. Name your list in a way that it is easy to recognise. Your lists can be reused for multiple products. [+Add Option](#)

- c) Add the Option Group.

Add option group

Internal name * 1 ⓘ

Display name * 2 ⓘ

Option Name * 3

Option Name * 4

[+Add option](#) [+Add 5 options](#)

5

- 1) Enter the Internal name for the Option. This is the Name that is visible only to your company, in the custom options list and when adding a custom option to a product.
- 2) Enter the Display name. This is the Name the customer will see when viewing your product.
- 3) Enter the option name(s). You can enter as many option names as you want.
Example Blue, Yellow, Red, Orange, or sizes for shoes example 38, 40, 42, 44, 46.
- 4) Click [+Add Option](#) to add one additional option or [+Add 5 options](#) to add 5 options.
- 5) Click Save.

Now you can enter the new Option Name in Option 1. The Option Group appears with all the Options included in that Option Group. You can keep all selections or remove some options:

Create new or choose custom options - optional

Option 1

Colour ⓘ

[+Add Option](#)

☒ Blue

☒ Green



Step 3: Product Price and Display Period

Price: Enter the Price of one product.

Unit price: Every product is sold at the same price

Interval price: Different prices depending on the number on products bought. Example a lower price per product if you buy more.

If you offer a fixed price no matter the quantity, enter it as per the example below:

Pricing and display

Product price *

Unit ☒ Interval *

24.99 EUR

If you want to offer different prices according to the number of articles purchased, click on « **Interval** » to create pricing intervals.

The example below displays 4 different levels of interval, with a different price per unit depending on the number of units purchased:

Pricing and display

Product price *

Unit ☒ Interval *

1	-	10	24.99	EUR	
11	-	50	22.99	EUR	
51	-	100	20.99	EUR	
101	-	...	19.99	EUR	

+ Add interval

Display Period: The Number of days your product will be visible in the Marketplace before you must reset the Display Period.

Products can be displayed for a maximum of 4 weeks before needing reactivation. This is to ensure that Enterprises remain active and that products are actively available inside the Marketplace.

If you want to keep the standard maximum display period, do not make any changes to the calendar.

Click the dates only if you want to open the calendar and select a custom display period. Here you can manually select a group of dates anywhere up to four weeks:



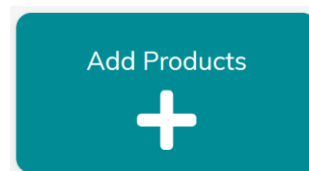
Display Period * 30/03/2026 - 28/05/2026 ✓

Back

Apr 2026							May 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4	26	27	28	29	30	1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	31	1	2	3	4	5	6

End of Adding a Product – if you are happy with your product, click **Save**.

Click on « Add products » again to add an additional product(s):



12. Creating a Sales Campaign

Products/services can be put on sale by creating a Sales Campaign. You can create one or more Sales Campaigns that run at the same time, or you can programme a Campaign to start at a future date. From the Enterprise Management, click the tile for Sales Campaigns:



Click  to start creating a new Sales Campaign.

Create Sales Campaign

1 Campaign Name *

2 Display Period * 30/03/2026 - 27/06/2026 ✓

PRODUCT	PRODUCT NUMBER	UNIT PRICE	DISCOUNT
---------	----------------	------------	----------

3 

4 **Save**

1) Campaign Name

Enter a name for the Sales Campaign. This name is for internal management and is visible only to your enterprise in the Sales Campaign list. It is not visible for your customers.



2) Display Period

The Days your Sales Campaign will be active in the Marketplace before the products/services return to regular price.

Click the dates to open the calendar and select a custom Campaign period. Here you can manually select a group of dates.

Sales Campaigns can be set for any number of days. Example, you can make a campaign that lasts 1 week or a campaign that lasts 3 months.

Example here is an 8-week Campaign:

30/03/2026 - 27/06/2026 ✓													
< May 2026 >							< Jun 2026 >						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	1	2	3	4
31	1	2	3	4	5	6	5	6	7	8	9	10	11

3) Add Product/Service

Click the  to add a product/service to your Sales Campaign.

Here you can select a Product/Service from a dropdown list to add it to your campaign.

a) Select a product from the dropdown list

b) Enter the Discount in % for that product

c) Click 

Add Product to Sales Campaign

Product *	Select a product
Discount in % *	

d) Click the  to add each additional product/service to your Sales Campaign

4) Click Save

13.Managing and Editing Products

To modify / update your products, change the display period, etc. ...

Click on « **Manage Products** »

Manage Products *

The number corresponds to the number of products you manage.

5

Active Products



PRODUCT	PRODUCT NUMBER	PRICE FROM	EXPIRES IN	
PEN Worldwide Sticker	123	EUR 19.99	26	   

Update All Display Periods



Update All Display Periods

Update All Display Periods allows you to modify «all at once» the display period of all your products in the Marketplace.

Here are the descriptions of the different options for managing and editing products:

EXPIRES
IN
28

Expires in indicates the number of days remaining in the current display period for your product to be visible in the Marketplace



Trash allows you to delete a product



Pencil allows you to modify a product



URL Link allows you to copy a direct URL link to your product (this allows you to use the link in an advertisement or a marketing campaign)



Hide Product (product will not appear in Marketplace until unhidden)



Unhide Product (product will once again be visible in the Marketplace)



Add Product allows you to click and go to the Add Product Modal

Expired Products are products that have surpassed the number of days in the display period and are no longer visible in the Marketplace. They are not visible to customers and cannot be purchased.

Expired Products

Search products



PRODUCT	PRODUCT NUMBER	PRICE FROM	EXPIRES IN
PEN Worldwide Lanyard White	PEN-25	EUR 1.75	

Update All Display Periods

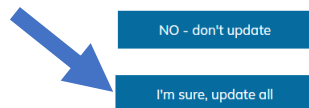
To **update the display period for all products**, click on the button:

Click on the button to "Update All":

Update All Display Periods




You are about to Update All Expired Products
If you update, all expired products will get the new selected display period.



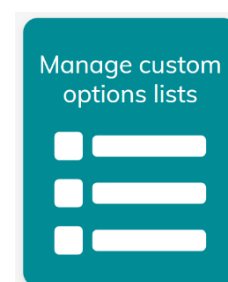
To update the display period for only one product, click the pencil icon: 

14. Manage Custom Options Lists

This section is used to manage and create custom options lists for your products. These options are used when adding a new product or modifying an existing product. You can create any number of custom options lists.

Inside the Options List, you see the current Custom Options. Options that are currently in-use for one or more products are checked:

IN USE



Custom options				
IN USE	INTERNAL NAME	DISPLAY NAME		
✓	Colour	Colour		
	Sizes	Sizes		

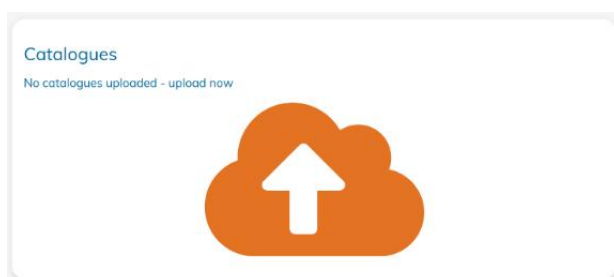
You can add, edit or delete Custom Options from this section.

15. Adding PDF Product Catalogues

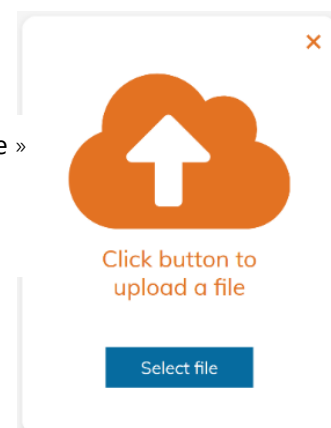
Catalogues are available for downloading from other Enterprises in your Enterprise description.

Note: catalogue items are not visible as items in the Marketplace unless they are added to your product list.

1. Click on « **Catalogues** »



2. Click on « **Select file** » to select the file to publish





Upload Catalogue

File	First Steps for the Practice Enterpri
Display name *	Fill in a name for the catalogue
Expiry date *	yyyy-mm-dd

Save

3. Enter the Display Name (the catalogue name visible in the Marketplace)

Fill in a name for the catalogue

4. Enter the expiry date for the catalogue
(the date when the catalogue will no longer be visible -
important so catalogues stay up-to-date)
5. Click Save

April, 2026

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Clear Today

2026-04-01

16.Managing PDF Product Catalogues

Uploaded catalogues can be downloaded, edited or deleted:

View Catalogues

Active catalogues

NAME	UPLOADED	EXPIRY	
Members Session Marketplace & Bank Updates PE Data & Statistics.pdf	2026-03-30	2026-04-01	

Click to Download the catalogue



Click to edit the catalogue display name and/or expiry date

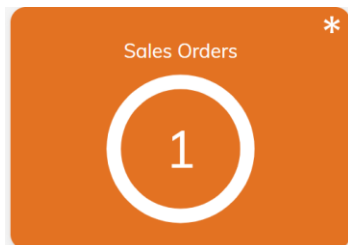


Delete the catalogue from your library



17. Sales Order Management

Click on the « **Sales Orders** » tile in the Enterprise Management Page to view and manage your Merchant Sales Orders.



Note that the number in the circle corresponds to the current number of **New Sales Orders** (in this example 1).

The asterisk (*) at the top right of the modal is another indication that you have New Sales Orders.

Here is an example of a sales order listing:

View Sales Orders

All orders

New Sales Orders (1)

Customer	Order No.	Date	
ALL AND MORE	25770	4/22/2022	

Sales Orders in Progress (1)

Customer	Order No.	Date	
ALL COLOURS Esbjerg	25649	4/19/2022	

Completed Sales Orders (1)

Customer	Order No.	Date	
Inframe	25328	3/31/2022	

Cancelled Sales Orders (7)

Customer	Order No.	Date	
CHEERIO SPIRIT GmbH	24742	3/8/2022	
ALL AND MORE	24675	3/4/2022	
DESTINATION GRAND EST SARL	24653	3/3/2022	
FRANCH'EVASION SARL	17543	6/28/2021	
COM'EVENT SOLUTIONS SAS	17425-5	6/24/2021	

>> View more

Cancellations requested by customer

There are no orders.

CUSTOMER	ORDER NO.	DATE
----------	-----------	------



A. New Sales Orders

New Sales Orders (1)

Customer	Order No.	Date		
ALL AND MORE	25770	4/22/2022		

Incoming Sales Orders are listed at the top of the Order List.
The Customer name (Enterprise name), the Order Number and the date of the order are listed.

B. Sales Orders in Progress

Sales Orders in Progress (1)

Customer	Order No.	Date		
ALL COLOURS Esbjerg	25649	4/19/2022		

Sales Orders in Progress are listed second on the Order List. In Progress means the order has been received and is in the process of being processed, shipped and paid.

C. Completed Sales Orders

Completed Sales Orders (1)

Customer	Order No.	Date		
Inframe	25328	3/31/2022		

Completed Sales Orders are listed third in the Order List. These sales orders have been fully processed (shipping is complete and the customer has issued a full payment).

D. Cancelled Sales Orders

Cancelled Sales Orders (7)

Customer	Order No.	Date		
CHEERIO SPIRIT GmbH	24742	3/8/2022		
ALL AND MORE	24675	3/4/2022		

Cancelled Sales Orders are listed near the bottom of the Order List. The sales order has been cancelled by the Merchant or by the Customer. The Customer is automatically informed of a cancelled order from the merchant.



E. Cancellations Requested by Customer

Cancellations requested by customer

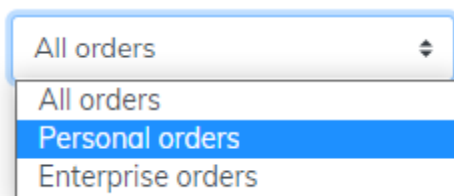
There are no orders.

CUSTOMER	ORDER NO.	DATE
----------	-----------	------

Cancellations Requested by Customer are listed at the bottom of the Sales Order List. The sales order has been requested to be cancelled by the Customer. The Customer is automatically informed of a cancelled order from the Merchant.

F. Filter by Personal or Enterprise Order

When a Customer places an Order they select whether the Order is for themselves (a Personal Order payable from their personal account) or for their Enterprise (an Enterprise Order payable by the Enterprise). You can filter all Sales Orders by the type of Order:



Click Personal Orders to see only incoming Orders made by a Trainee and payable from a Personal account.

Click Enterprise Orders to see only incoming Orders made by an Enterprise and payable from an Enterprise account.

G. View Sales Order



Click the View icon to open the order details.

The Order Details will now open, allowing you to view all details about the order.

The products, images, delivery costs, terms and status are all detailed in the order.

Sales Order Number: 121494



Customer

Enterprise Name Second Chance Clinic
Customer Type Personal
Contact Scott Mitchell
Contact Email mitchell@penworldwide.org
Address Vinohradská 1971/38
City/Region Praha 2
Postal Code 12000
Country Czech Republic

Merchant PEN Worldwide
Date 2026-03-30
Order No. 121494
Payment terms days 30
Delivery terms days 30
Status New

	Product	Item no.	Unit count.	Quantity	Price
	PEN Mints Colour: Blue	1200	1	54	EUR 134.46
	PEN Worldwide Lanyard Blue	PEN-30	1	11	EUR 22.00
Subtotal (2) products					EUR 156.46
Fixed Delivery Fee					EUR 0.00
Total					EUR 156.46



You have three options within the Order:



Archive Order



Click the button to Download a PDF of your Order
Here is a view of a downloaded PDF of an Order:

Archive Order

Click to send the Order to the Archive.
The Order can be accessed from the Archives



Click the button to edit the Order State.
See the next section for more information.

Sales Order Number: 121494

Customer			
Enterprise Name	Second Chance Clinic	Merchant	PEN Worldwide
Customer Type	Personal	Date	2026-03-30
Contact	Scott Mitchell	Order No.	121494
Contact Email	mitchell@penworldwide.org	Payment terms days	30
Address	Vinohradská 1971/38	Delivery terms days	30
City/Region	Praha 2	Status	New
Postal Code	12000		
Country	Czech Republic		

Product	Item no.	Unit count.	Quantity	Price
PEN Mints Colour: Blue	1200	1	54	EUR 134.46
PEN Worldwide Lanyard Blue	PEN-30	1	11	EUR 22.00
Subtotal (2) products				EUR 156.46
Fixed Delivery Fee				EUR 0.00
Total				EUR 156.46

H. Edit the State of an Order



Click Edit icon to change the State of the Order.

You now have three options for changing the state of the order:



Change state - move order to:

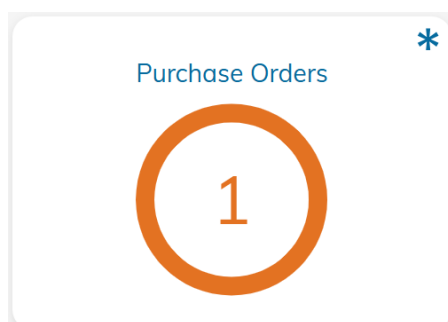
- 1 In Progress
- 2 Completed
- 3 Cancelled

1. **In Progress:** The sales order has been received and is in the process of being processed, shipped and paid.
2. **Completed:** The sales order has been fully processed (shipping is complete and the customer has issued a payment).
3. **Cancelled:** The sales order has been cancelled by the Customer or by the Merchant.

I. View More

At anytime, you can click the [>> View more](#) button at the bottom of the Order List to expand the selection and view additional orders from lower down in the List.

18. Purchase Order Management



Click on the « **Purchase Orders** » tile in the Enterprise Management Page to view and manage your Enterprise Purchase Orders.

Note that the number in the circle corresponds to the current number of **New Purchase Orders** (in this example 1).

The asterisk (*****) at the top right of the modal is another indication that you have New Sales Orders.



19. Searching and Viewing Sales and Purchase Orders

Click the **>> View more** button at the bottom of the Order List for any type of order to open the Historical Orders listings. Sales and Purchase Orders have the same search functionality.

View Sales Orders

1

2

View orders placed in (Period) 3

Completed Sales Orders (12)

CUSTOMER	ORDER NO.	DATE
----------	-----------	------

1. Personal or Enterprise Order

Click Personal Orders to see only incoming Orders made by a Trainee and payable from a Personal account.

Click Enterprise Orders to see only incoming Orders made by an Enterprise and payable from an Enterprise account.

2. Search Sales or Purchase Orders

Use the Search field to search for any current or historical Orders, depending on your search criteria. You can search for a name, number or any other search criteria. The results will display below (example search for "103"):

View Purchase Orders

View orders placed in (Period)

Completed Purchase Orders (11)

MERCHANT	ORDER NO.	DATE	ADD	RATING
Byg og Beklædning A/Sim	103217-4	2025-11-19	★	👁
ECOFRESH COSMETICS, SLS	103889	2025-11-24	★	👁
OFFICEJOB Praxisfirma	103217-2	2025-11-19	★	👁
Perfect Advertisement Produktions- und Handels GmbH	103217-1	2025-11-19	★	👁
Performance GmbH	103217-3	2025-11-19	★	👁

« View less



3. Search for Sales or Purchase Orders by Period

Here you can select for which period you want to search for an Order.

You can search for Orders from the Past 30 Days, Past 3 Months, Past 2 Years, or Archived Orders.

IMPORTANT NOTE: Order Deletion

All sales and purchase orders older than 24 months from today's date are automatically deleted on a daily basis. This does not affect new orders or orders placed or received within the last 2 years. Orders that are more than 2 years old are permanently deleted and non-recoverable.

Simply select the period for which you want to View Orders

The past 30 days

Past 3 months

2026

2025

2024

Example: A search for Orders from 2026, with the search for "4", gets the following results:

View orders placed in

2026

Completed Purchase Orders (11)

MERCHANT	ORDER NO.	DATE	ADD RATING
ALINOV QUEBEC	109542	2026-01-12	★
Feel the kick GmbH	110848-1	2026-01-19	★

Archived Orders: You can also search for Orders that have been Archived by selecting the option from the Period List:

Orders are Archived from the Edit Order page. Orders stay in the Archive until deleted.

Archived orders

The past 30 days

Past 3 months

2022

2021

Archived orders

20. Rating Purchase Orders



In a new Purchase Order, click the STAR icon in the ADD RATING column to add a star rating for a new purchase. ATTENTION: ratings cannot be changed once given!

Purchases can be rated from 1 to 5
(1 = weak, 5 = great)

Please rate the order

Stars



Click the number of Stars that you want to give to the purchase for the experience.



Ratings are visible for all purchases from the ADD RATING column.

If a Purchase has only one star visible, it has not yet been rated.

Completed Purchase Orders (11)

MERCHANT	ORDER NO.	DATE	ADD RATING
ALINOV QUEBEC	109542	2026-01-12	★★★★★
Byg og Beklædning A/Sim	103217-4	2025-11-19	★★★★☆
Byg og Beklædning A/Sim	104585	2025-11-27	★★★★☆
Centre Multi Succès International CMSI	54372	2024-10-11	★★★★★
ECOFRESH COSMETICS, SLS	103889	2025-11-24	★
Feel the kick GmbH	110848-1	2026-01-19	★★★★★
InFrame AB	58297	2024-11-07	★★★★★
O'BOIS INTERNATIONAL	59556	2024-11-14	★★★★★

21. Notifications for New Sales Orders and/or Expired Products



Marketplace

Search products

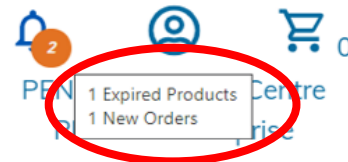


PEN Coordination Centre
PEN Test Enterprise

A Notification Icon is located in the header of the Marketplace to indicate the following:

1. New Sales Orders that have not been processed and/or
2. Expired Products that need to be renewed.

Clicking the Icon takes you to the Enterprise Management page where you can click on manage Products for any Expired Products or on View your Sales Orders to view and New Orders.



22. Go Back to the Homepage



Marketplace

Click on the « **Marketplace** » logo at the top-left at anytime to exit the Enterprise Management and go back to the homepage

23. Logout of the Marketplace



Click the Logout link at the top-right at anytime to fully Logout of the Marketplace. You will be taken to the Login Page or another page determined by your National Office.