

Tutorial: Colored Stones

OVERVIEW

Description:	In this section, you can: 1. Search for colored stones 2. Add a mark up so customers can view the search with you 3. Save to an excel file 4. Print your search results and item details for you and/or your customers 5. Set up / Use a saved search and set up alerts 6. Create filters to exclude certain members' colored stones from your search results
Need Help:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

Useful Tips:

- Save the search for your most commonly searched for items to save you time
- Use the access code feature to apply your mark up so you can search with a customer

1- HOW TO

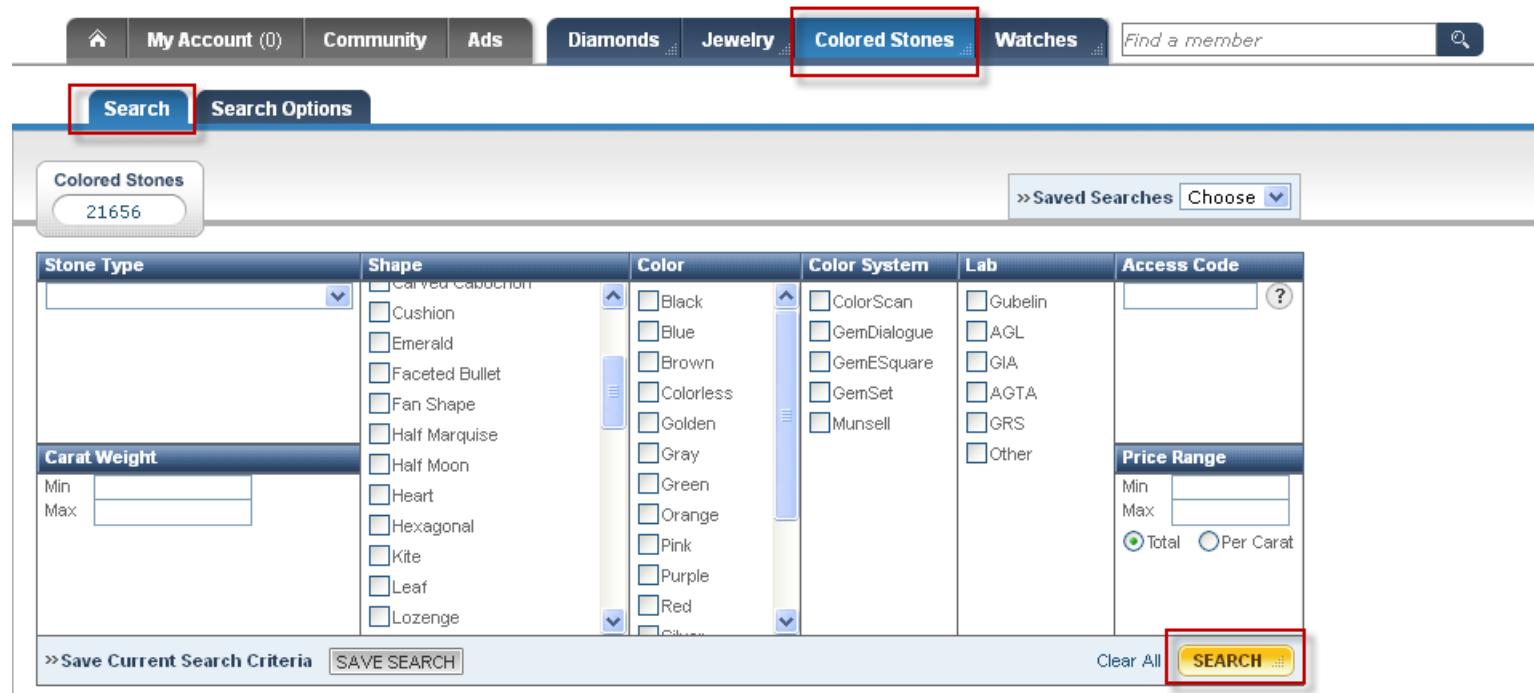
1. Search for colored stones

- Go to “Colored Stones”
- Fill in the template with the criteria of the stone you are looking for – no fields are required so you can be as broad or as precise as you need
 - i. Select the stone type
 - ii. Enter the carat weight range (min/max) – the weight is in carats not points, so you must include a decimal point (example: 1.05 / 0.80 / 1.00, etc)
 - iii. Select one or several shapes, colors, color systems and/or labs
 - iv. Enter an access code to show prices with your mark-up (*see section 2 of this document for details*)
 - v. Enter a desired price range (min/max) and indicate if this is for total price or per carat
 - vi. Use the “Additional Search Criteria” to narrow your search even more
 - **Poly ID** allows you to search stones listed by only the members you specify. For example, if you enter your own Poly ID number, with no other parameters, you will receive a complete listing of all the stones you posted into CertNet™. You can enter multiple Poly ID's separated by commas (Example: 00020,80798,01234). If you don't know the Poly ID of the member, you can look it up by clicking the Find Member button.
 - **Guaranteed Available** allows you to search for stones guaranteed available by the supplier.
 - **On Memo** shows stones out on memo.

GUARANTEED AVAILABLE ITEMS MUST BE SOLD AS SUCH

- By listing a Guaranteed Available item, the seller must be willing to sell to all Polygon members (and be willing to accept COD orders). The seller is committed to managing his guaranteed available listings and updating them immediately. If a stone is displayed as guaranteed available on Polygon, it cannot be listed as guaranteed available anywhere else. If a dispute arises, the seller must be willing to allow Polygon to contact their customers to confirm receipt of a stone in the case of a dispute. The only exception Polygon will make is if the stone was sold within the last hour.

- Click "Search"



Colored Stones 21656

» Saved Searches Choose

Stone Type	Shape	Color	Color System	Lab	Access Code
Carved Cabochon	Cushion	Black	ColorScan	Gubelin	
	Emerald	Blue	GemDialogue	AGL	
	Faceted Bullet	Brown	GemESquare	GIA	
	Fan Shape	Colorless	GemSet	AGTA	
	Half Marquise	Golden	Munsell	GRS	
	Half Moon	Gray		Other	
	Heart	Green			
	Hexagonal	Orange			
	Kite	Pink			
	Leaf	Purple			
	Lozenge	Red			

Carat Weight

Min: Max:

Price Range

Min: Max:
 Total Per Carat

» Save Current Search Criteria

- Results Preferences

- The results preferences at the bottom of the page allows you to set preferences for how your search results are displayed. Once you set this once, it will be applied to all subsequent colored stones searches. You can set and reset your preferences whenever you want.

RESULTS PREFERENCES

Results Per Page: <input type="button" value="100"/>	Sort By: <input type="button" value="Price"/>	Sort Order: <input checked="" type="radio"/> Ascending <input type="radio"/> Descending	Seller Info Displayed: <input type="button" value="Company Name"/>	Currency Displayed: <input type="button" value="USD - United States, Dollars"/>
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Colored Stones Search Result Page

- Sort results by the criteria that you choose
- Click on the seller name to view the full member profile
- Click on the "+" icon in the left hand column (beside the image) for a short description of the item, seller information and a link to send a Direct Message to the seller without leaving the search results page
- Click on the image thumbnail or SKU number for additional information and more images if available

[SEARCH](#)
[SEARCH OPTIONS](#)
[Print this page](#)

ColorNet - Results

Search Type: Colored Stones / Stone Type: Emerald / Seller Info: Company Name
05/14/11 01:19 [V.6KR1.00]

Prices displayed in USD - United States, Dollars

Results: 1 - 25 of 1632 stones found													1	2	3	4	5	-	66	>>	Save as Excel file	Modify Search
Image	Stone Type	Shape	Carat	Color	Per/Ct	Total	System	Dimensions	Lab	Location	Sort By	Weight	Ascend	Descending	SORT							
											Seller	Sku #	Ascend	Descending	SORT							
	Emerald	Round	0.00	Green	35	0				US	SimplySapphires	EMERALDR375										
	Emerald	Round	0.01	Green	100	1				US	ParleJwlDesigns	10E2										
	Emerald	Round	0.02	Green	373	6				US	ParleJwlDesigns	1RE1										
Stock Number: 1RE1				Parle' Jewelry Designs (Idaho Opal) Jonathan Farnsworth Pocatello, Idaho, USA				Poly ID: 149359		Phone: 1 (800) 635-9800 Fax: 1 (208) 233-0120		SEND DIRECT MESSAGE										

Click on the + to view more details of the stone



Useful Tip:

Check your criteria above the search results at the top of the page to ensure the right criteria was entered. If you apply a mark-up directly to the search results, this is shown in the square brackets. For example, a 50% markup would be shown similar to [V.6KR1.50].

Colored Stones Details Page

- View more details on the item, view an enlarged image and contact the seller directly from this page by clicking on the "Send Direct Message" button

[SEARCH](#)
[SEARCH OPTIONS](#)
[Print this page](#)

ColorNet - Stone Details

MAIN CHARACTERISTICS

Stone Type:	Sapphire	Dimensions:	7.89x6.31x4.51
Shape:	Cushion	Stock #:	SAC1006
Carat Weight:	0	Availability:	-
Primary Color:	Blue	Description:	7.9X6.3MM CUSH SAPPHIRE
Color Grading System:	-		

Images:



Price

	Displayed	Listed
Price / Carat:	600 USD	600 USD
Total Price:	0 USD	0 USD

Seller

Poly ID:	1056
VIEW SELLER'S PROFILE	SEND DIRECT MESSAGE

[« Back to Search Results](#)

ADDITIONAL CHARACTERISTICS

Lab/Cert Id:	- / -
Country of Origin:	CEY

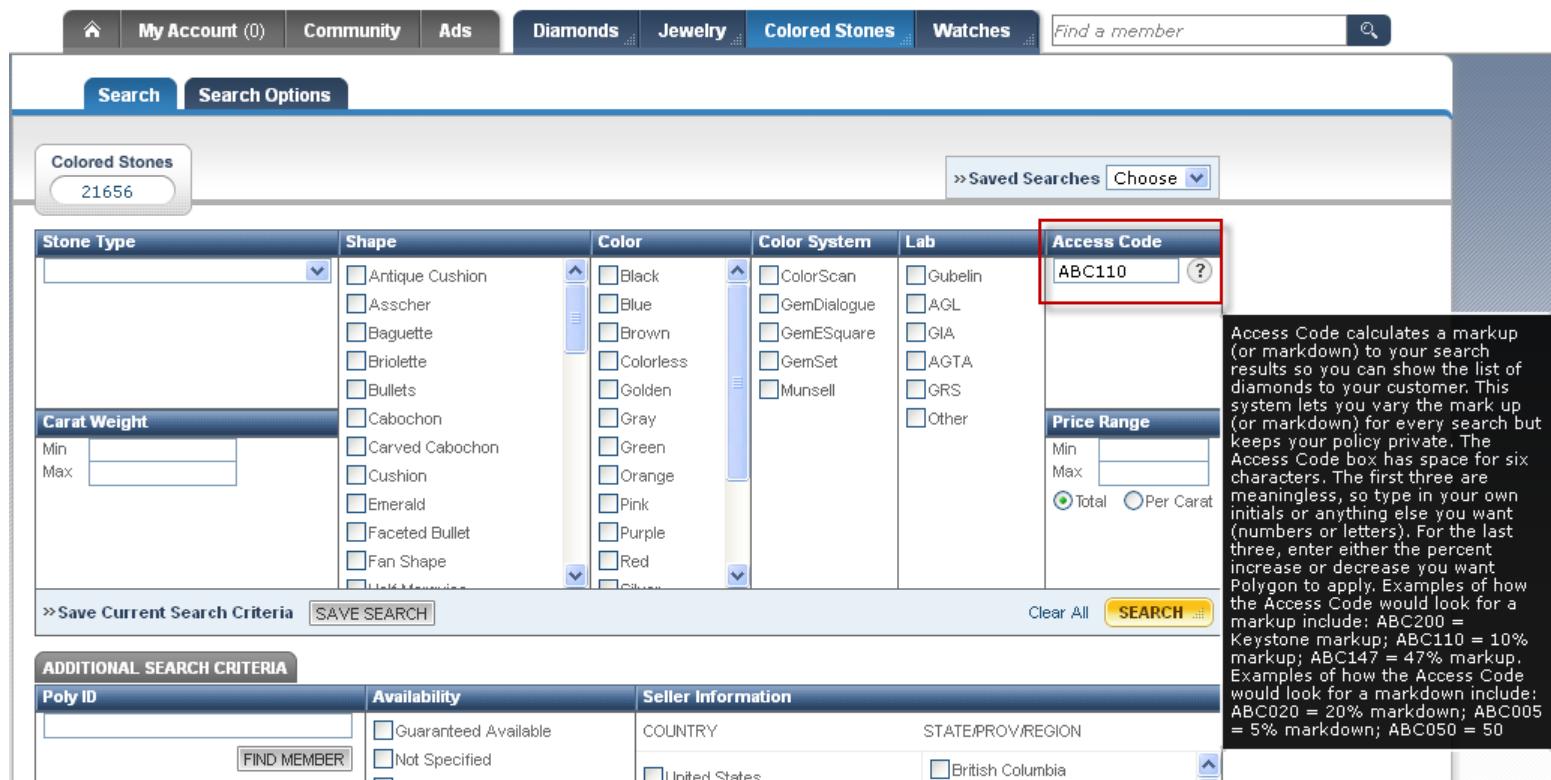
Treatment Notes:

-

2. Add a mark up so customers can view the search with you

Use this feature to view prices with your mark-up included – show your customers search results without showing wholesale prices.

- Go to “Colored Stones”
- Under the access code, apply your mark up - Any 3 letters, the number 1 and your mark up
 - Example: 20% mark-up= ABC120
 - Example: 05% mark-up= ABC105
- Click “Search” the mark-up will be applied in your search results



Access Code calculates a markup (or markdown) to your search results so you can show the list of diamonds to your customer. This system lets you vary the mark up (or markdown) for every search but keeps your policy private. The Access Code box has space for six characters. The first three are meaningless, so type in your own initials or anything else you want (numbers or letters). For the last three, enter either the percent increase or decrease you want Polygon to apply. Examples of how the Access Code would look for a markup include: ABC200 = Keystone markup; ABC110 = 10% markup; ABC147 = 47% markup. Examples of how the Access Code would look for a markdown include: ABC020 = 20% markdown; ABC050 = 5% markdown; ABC050 = 50%

3. Save to an excel file

- Enter in your search criteria and click search
- Click on the “Save to Excel File” link

ColorNet - Results

Search Type: Colored Stones / Stone Type:Ruby / Shape:Round / Seller Info:Company Name
05/14/11 19:27 [V6KR1.00]

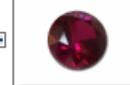
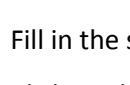
Prices displayed in USD - United States, Dollars

Results: 1 - 25 of 374 stones found

1 2 3 4 5 - 15 >>

Save as Excel file | Modify Search

Sort By Weight Ascending Descending

Image	Stone Type	Shape	Carat <input type="button" value="▲"/>	Color	Per/Ct	Total	System	Dimensions	Lab	Location	Seller	Sku #
	Ruby	Round	0.01	Red	144	1		1.25		US	ParleJwlDesigns	125R1
	Ruby	Round	0.01	Red	750	8		5.02x3.78x0		US	GEMCO INTL.	RUR1008
	Ruby	Round	0.02	Red	174	3		1.5		US	ParleJwlDesigns	1RR2
	Ruby	Round	0.02	Red	48	1		1		US	ParleJwlDesigns	10R4
	Ruby	Round	0.02	Red	150	3		1		US	ParleJwlDesigns	10RM

4. Print your search results and item details for you and/or your customers

- Fill in the search template and click “Search”
- Click on the “Print this Page” link on either search results page or item details page
 - Include prices with your applied mark-up by selecting the check box “Print Access Code”
 - Include the seller’s info by selecting the check box “Print Seller Info”
 - Include your company info by selecting the check box “Print Your Company Info”

SEARCH [SEARCH OPTIONS](#)

ColorNet - Results

Search Type: Colored Stones / Stone Type:Ruby / Shape:Round / Seller Info:Company Name
05/14/11 19:27 [V6KR1.00]

Choose what you want to include in the print out

Print this page

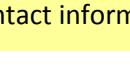
Prices display

Results: 1 - 25 of 374 stones found

1 2 3 4 5 - 15 >>

Save as Excel file | Modify Search

Sort By Weight Ascending Descending

Image	Stone Type	Shape	Carat <input type="button" value="▲"/>	Color	Per/Ct	Total	System	Dimensions	Lab	Location	Seller	Sku #
	Ruby	Round	0.01	Red	144	1		1.25		US	ParleJwlDesigns	125R1
	Ruby	Round	0.01	Red	750	8		5.02x3.78x0		US	GEMCO INTL.	RUR1008
	Ruby	Round	0.02	Red	174	3		1.5		US	ParleJwlDesigns	1RR2
	Ruby	Round	0.02	Red	48	1		1		US	ParleJwlDesigns	10R4

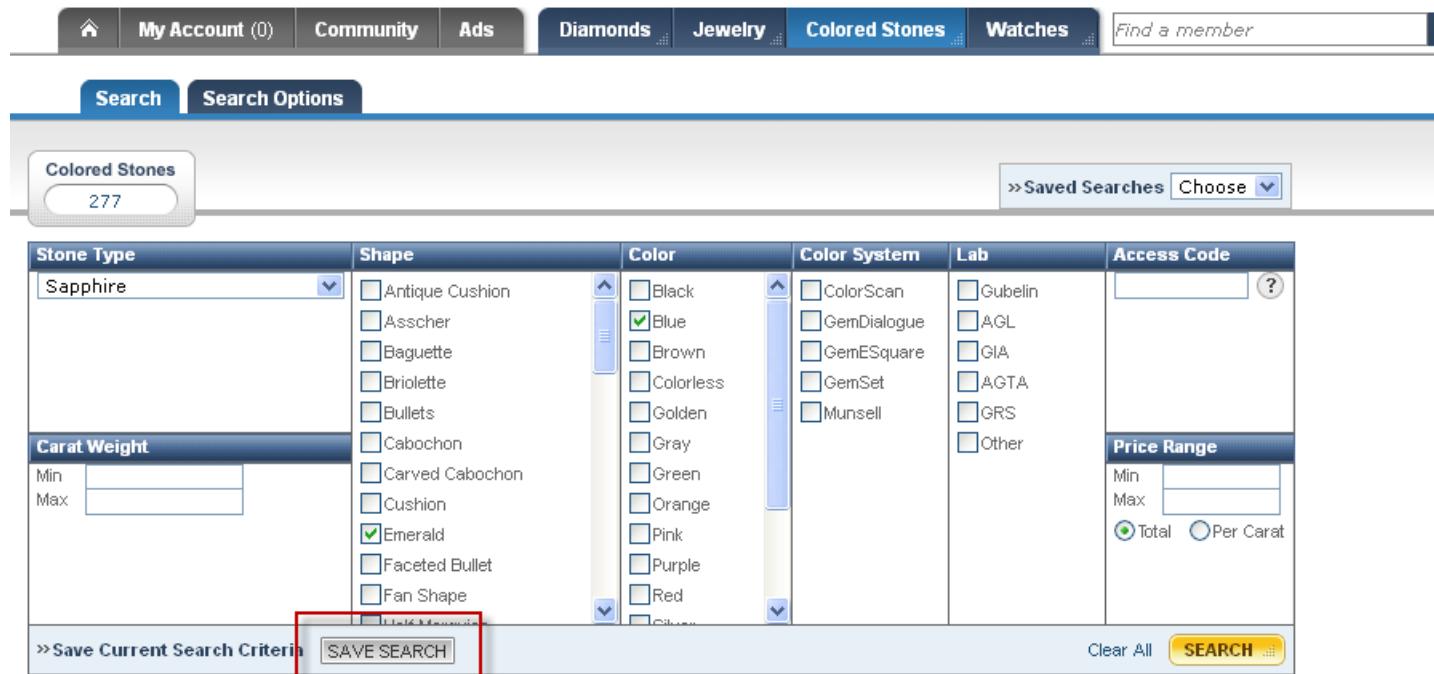
Useful Tip:

To print out listings for your customers, print the results with your mark-up included, no seller information and your contact information. It is transparent for your customers.

5. Set up / Use a saved search and set up alerts

Use this feature to save searches that you frequently need and set them as your default searches. Set up alerts to receive notifications in your Polygon inbox each time an item is added that matches your search criteria.

- Fill in the template with the search criteria you want to save
- Click “Save Search”



Colored Stones

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» Saved Searches Choose

Stone Type	Shape	Color	Color System	Lab	Access Code
Sapphire	Antique Cushion Asscher Baguette Briolette Bullets Cabochon Carved Cabochon Cushion Emerald Faceted Bullet Fan Shape	Black Blue Brown Colorless Golden Gray Green Orange Pink Purple Red Silver	ColorScan GemDialogue GemESquare GemSet Munsell	Gubelin AGL GIA AGTA GRS Other	

Carat Weight

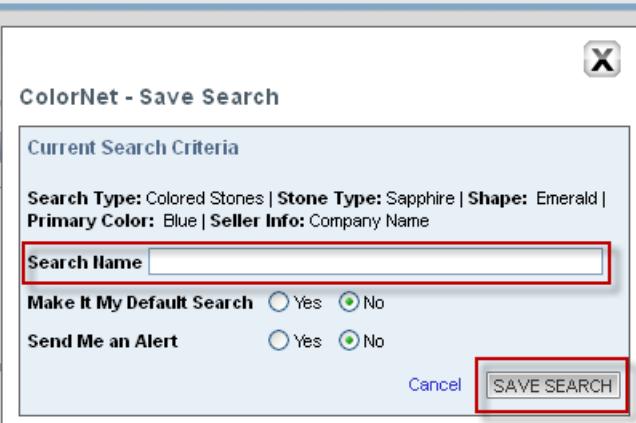
Min: [] Max: []

Price Range

Min: [] Max: [] Total: [] Per Carat

» Save Current Search Criteria **SAVE SEARCH** Clear All **SEARCH**

- Enter a name for the search
- Select “Make it my default search” if you want to use the same search criteria for all subsequent searches
- By selecting “Send me an alert” you will receive a message directly in your Polygon inbox each time there is an item added to the database that matches your search criteria
- Click “Save Search”



ColorNet - Save Search

Current Search Criteria

Search Type: Colored Stones | Stone Type: Sapphire | Shape: Emerald | Primary Color: Blue | Seller Info: Company Name

Search Name

Make It My Default Search Yes No

Send Me an Alert Yes No

Cancel **SAVE SEARCH**

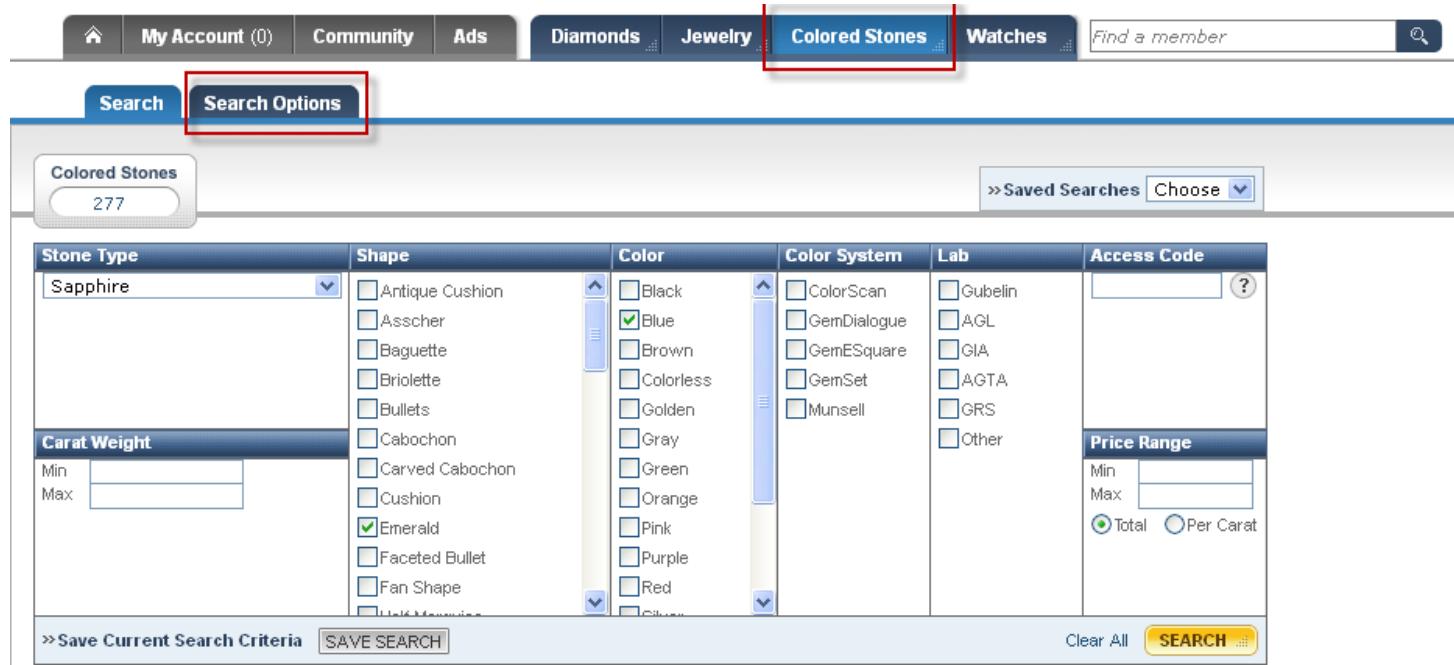
Existing Saved Searches

Search Name Default Search Send me an Alert

6. Create filters to exclude certain member's colored stones from your search results

If there is a member with whom you prefer not to deal for whatever reason, you can exclude their items from your search results.

- Go to “Colored Stones”
- Go to “Search Options”

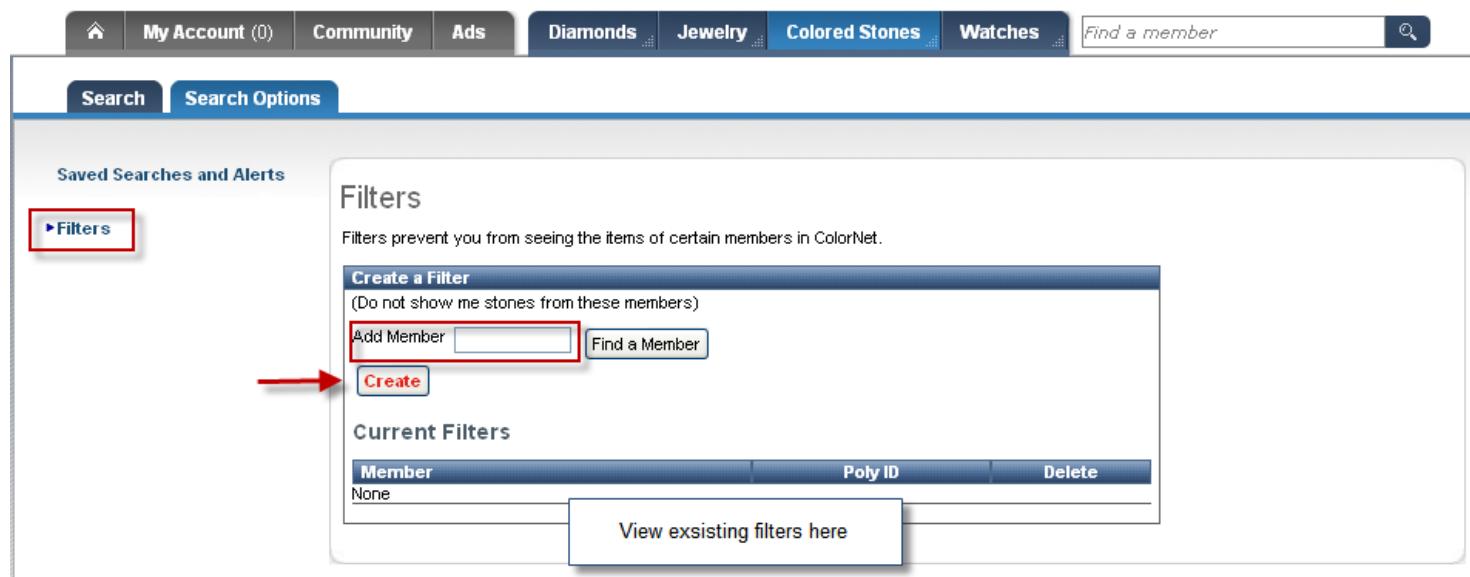


The screenshot shows the Colored Stones search interface. The 'Search Options' tab is highlighted with a red box. The search criteria are as follows:

- Stone Type:** Sapphire
- Carat Weight:** Min [] Max []
- Shape:** Antique Cushion, Asscher, Baguette, Briolette, Bullets, Cabochon, Carved Cabochon, Cushion, Emerald, Faceted Bullet, Fan Shape, Heart, Oval, Pear, Round, Square, Trillion, Tropique
- Color:** Black, Blue (checked), Brown, Colorless, Golden, Gray, Green, Orange, Pink, Purple, Red, Yellow
- Color System:** ColorScan, GemDialogue, GemESquare, GemSet, Munsell
- Lab:** Gubelin, AGL, GIA, AGTA, GRS, Other
- Access Code:** []
- Price Range:** Min [] Max [] (radio buttons for Total or Per Carat)

Buttons at the bottom include: >> Save Current Search Criteria, SAVE SEARCH, Clear All, and a yellow SEARCH button.

- Click on “Filters”
- Add the member’s Poly ID #
 - If you not have the member’s Poly ID #, click on “Find Member” to search by company name
- Click “Create”



The screenshot shows the 'Filters' section. The 'Filters' tab is highlighted with a red box. The 'Create a Filter' form is displayed, with the 'Add Member' input field highlighted with a red box and a red arrow pointing to the 'Create' button. The 'Current Filters' table shows a single entry: Member: None, Poly ID: [] (Delete button). A button 'View existing filters here' is also visible.