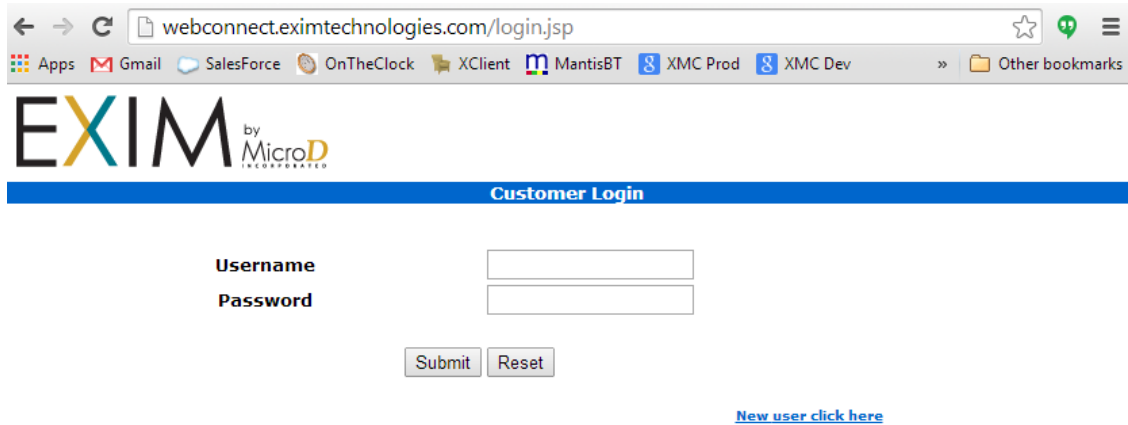


WebConnect - How to create an Invoice

Log Into your WebConnect Portal using your user name and password.



The screenshot shows a web browser window with the address bar displaying `webconnect.eximtechnologies.com/login.jsp`. The browser's bookmark bar includes 'Apps', 'Gmail', 'SalesForce', 'OnTheClock', 'XClient', 'MantisBT', 'XMC Prod', and 'XMC Dev'. The page header features the 'EXIM by MicroD' logo and a blue bar with the text 'Customer Login'. Below this, there are two input fields: 'Username' and 'Password'. Underneath the fields are two buttons: 'Submit' and 'Reset'. A link labeled 'New user click here' is positioned to the right of the buttons.

If you need this information, please contact support@microdinc.com.

Once you are in, you will be brought to the screen below. To create an invoice, you will want to click on one of the Incoming document types (New, Viewed, Total). You can also use the Incoming button to search for a very specific PO number. For this example, I will click on Viewed.



ACCOUNT ADMINISTRATION

- Incoming
 - + New (0)
 - + Viewed (23)
 - + Total (23)
- Outgoing
 - + Open (60)
 - + Closed (0)
 - + Failed (0)
 - + Total (60)
- Generate Consolidated
- \SN
- Print All New 850/860(s)
- Add User
- View User
- PO Notification
- User Password
- Change Password
- Logout

Incoming Transactions	
New	0
Viewed	23
Total	23

Outgoing Transactions	
Open	60
Closed	0
Failed	0
Total	60

This will take you to the Viewed PO's. To create an Invoice, you will want to click on the Invoice button to the right on the line of the PO you are invoicing.



All Transactions															
	Date	Time	Ship Date	PO #	Type	Sender	Status	Mode	Acked	Inv.	Asned	Sort By:	Descending		
<ul style="list-style-type: none"> Incoming + New (0) + Viewed (23) + Total (23) 	02/07/14	05:13	10/21/11	ABC420204215	850	retailer-9999999999	Viewed	Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	Label	Del
	02/07/14	03:57	10/21/11	ABC420204213	850	retailer-9999999999	Viewed	Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	Label	Del
	10/25/13	12:27	11/07/13	1147	850	Storis System	Viewed	Production	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	Label	Del
<ul style="list-style-type: none"> Outgoing + Open (60) + Closed (0) + Failed (0) + Total (60) 	06/10/13	03:14	10/21/11	ABC420204211	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
	06/10/13	03:09	10/21/11	ABC420204210	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
	06/10/13	03:09	10/21/11	ABC420204209	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
	05/22/13	08:18	10/21/11	ABC420204208	850	retailer-9999999999	Viewed	Test	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
<ul style="list-style-type: none"> Generate Consolidated ASN 	05/22/13	08:08	10/21/11	ABC420204207	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
	03/04/13	01:33	10/21/11	ABC420204206	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	Label	Del
<ul style="list-style-type: none"> Print All New 850/860(s) 	03/03/13	10:22	10/21/11	ABC420204204	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	Label	Del
	03/03/13	09:22	10/21/11	ABC420204203	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
<ul style="list-style-type: none"> Add User 	03/02/13	02:15	10/21/11	ABC420204202	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
	03/02/13	01:09	10/21/11	ABC420204201	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	Label	Del
<ul style="list-style-type: none"> View User 	01/07/13	07:09	01/02/13	437706	860	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	Label	Del
	01/03/13	08:12	01/02/13	444022	860	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
<ul style="list-style-type: none"> PO Notification 	11/28/12	03:07	10/21/11	ABC420204200	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
	10/11/12	12:58	10/11/12	422362	850	Arhaus Furniture	Viewed	Test	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
<ul style="list-style-type: none"> User Password 	10/11/12	12:58	10/11/12	422363	850	Arhaus Furniture	Viewed	Test	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
	10/09/12	10:47	10/21/11	ABC420204005	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
<ul style="list-style-type: none"> Change Password 	10/08/12	15:22	10/08/12	424220	850	Arhaus Furniture	Viewed	Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
	08/29/12	09:10	10/21/11	ABC420204003	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	Label	Del
<ul style="list-style-type: none"> Logout 	08/29/12	09:00	10/21/11	ABC420204002	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del
	08/29/12	08:50	10/21/11	ABC420204001	850	retailer-9999999999	Viewed	Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ack	Inv	Label	Del

If the PO has already been invoiced, the "Inv." will column will have a check mark

Once you click on Inv, it will take you to the page where you will fill in your invoice information.

GENERATE INVOICE

Send transactions as Test Production

Invoice Date Invoice Number

PO Date PO Number

Customer Address Consignee Address

Remit To Address Change RemitTo Address

Term Type Net Due Date Net Days Discount Amount Terms Description

Reference Identifier Reference Identification Description

Transportation Type Code

Reference Qualifier Code for Carrier Detail Reference Qualifier Code Number

Standard Carrier Alpha Code Number of Units Shipped

Unit or Basis for Measurement Code Weight

No.	Qty.	Inv. Qty.	Buyer Prod.#	Vendor Prod.#	Description	Unit Price	Total Price
<input checked="" type="checkbox"/> 00000000001	1	<input type="text"/>		3508-38	Name: BODY FABRIC OptionID:1268-18 Name: FINISH OptionID:V	\$403.00	\$403.00
Service, Allowance or Charge <input type="text"/> Type: <input type="text"/> Description: <input type="text"/> Amount <input type="text"/>							

Once you have filled in the top information, you can select the items you are invoicing, and the quantities. Once you are satisfied with the document, click on Invoice.

No.	Qty.	Inv. Qty.	Buyer Prod.#	Vendor Prod.#	Description	Unit Price	Total Price	
<input checked="" type="checkbox"/>	00000000001	1		B506-38	Name: BODY FABRIC OptionID:1268-18 Name: FINISH OptionID:V	\$ 403.00	\$403.00	
Service, Allowance or Charge								
Type: Description: Amount								
<input checked="" type="checkbox"/>	00000000002	1		B506-23M	Name: BODY FABRIC OptionID:1268-18 Name: POWER OptionID:NONE-1	\$ 409.00	\$409.00	
Service, Allowance or Charge								
Type: Description: Amount								
<input checked="" type="checkbox"/>	00000000003	1		B506-21M	Name: BODY FABRIC OptionID:1268-18 Name: POWER OptionID:NONE-1	\$ 409.00	\$409.00	
Service, Allowance or Charge								
Type: Description: Amount								
<input checked="" type="checkbox"/>	00000000004	2		B506-20M	Name: BODY FABRIC OptionID:1268-18 Name: POWER OptionID:NONE-1	\$ 302.00	\$604.00	
Service, Allowance or Charge								
Type: Description: Amount								
<input checked="" type="checkbox"/>	00000000005	1		B506-20	Name: BODY FABRIC OptionID:1268-18	\$ 206.00	\$206.00	
Service, Allowance or Charge								
Type: Description: Amount								
						Tax Amount:	Apply 5% Tax	0
						<input type="checkbox"/> Quebec Tax (Optional):	Apply 9.5% Tax after 5%	0
						Freight Charge:		0
						Transaction Total:		\$2031.00

You will then be taken to a screen that will let you know that the invoice has been sent.

INVOICE CONFIRMED

The Invoice has been sent to
Receiver : retailer-9999999999