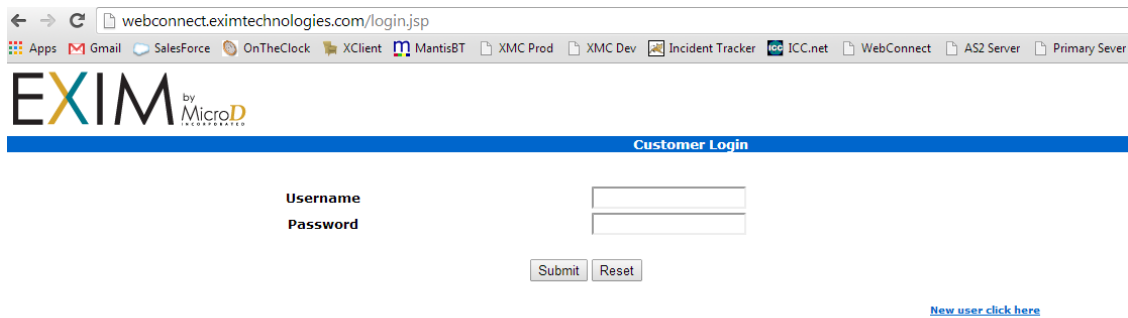


WebConnect - How to Use

Log Into <http://webconnect.eximtechnologies.com/> using your log in credentials. Click on Submit.



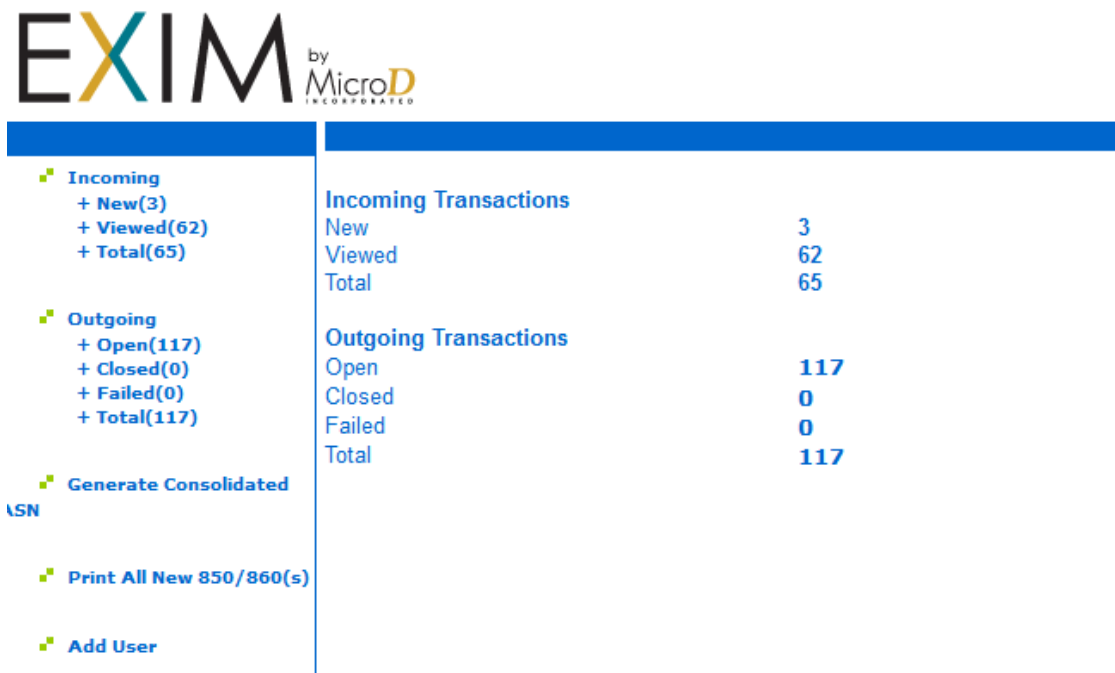
Customer Login

Username

Password

[New user click here](#)

You will land on your home screen. This will inform you of the total Incoming and Out Going transactions.



Incoming Transactions	
New	3
Viewed	62
Total	65

Outgoing Transactions	
Open	117
Closed	0
Failed	0
Total	117

Generate Consolidated \SN

Print All New 850/860(s)

Add User

If you click on the "Incoming" in the left hand navigation, it will allow you to search for a specific date range, document type, sender, or document.

EXIM by **MicroD** INCORPORATED

Incoming (3)
+ Viewed(62)
+ Total(65)

Outgoing
+ Open(117)
+ Closed(0)
+ Failed(0)
+ Total(117)

Generate Consolidated
ASN

Print All New 850/860(s)

Add User

View User

PO Notification

User Password

Change Password

Select a range of dates or [click here](#) to view all received Purchase Orders.

Start Date: 10-23-2013
End Date: 01-21-2014

Document Type: All

Sender Name: All

Status: All

Delete Status: Default

Key Field: PO#, ACK#, INV#, ...

For Key Field searching
underscore () matches any single character
asterisk(*) matches anything.

NEXT >>

If you click on New, it will show you the documents that are new and have not been reviewed yet.

EXIM by **MicroD** INCORPORATED

+ New(3)
+ Viewed(62)
+ Total(65)

Outgoing
+ Open(117)
+ Closed(0)
+ Failed(0)
+ Total(117)

All Transactions [Contact Us](#) | [FAQ](#)

Date	Time	Ship Date	PO #	Type	Sender	Status	Mode	Acked	Inv.	Asnd	Sort By: Date	Descending	Ack	Inv	Del
12/23/13	17:03	12/23/13	PO-023610	850	livingSpaces AX	New	Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Ack	Inv	Del
12/23/13	17:03	12/23/13	PO-023609	850	livingSpaces AX	New	Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Ack	Inv	Del
08/27/13	18:18	08/27/13	PO-000453	850	livingSpaces AX	New	Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Ack	Inv	Del

To Acknowledge the PO, click on Ack.

The Acknowledgment is automatically populated with the current date, information from the Purchase order.

GENERATE PURCHASE ORDER ACKNOWLEDGEMENT								
1 Send transactions as Test <input checked="" type="radio"/> Production <input type="radio"/>								
Acknowledgement Date 01-21-2014			Acknowledgement Number 2					
PO Date 08-27-2013			PO Number PO-000453					
Ship Date 3 08-27-2013								
Billing Address 4			Shipping Address Rialto - DC 3994 S Riverside Ave Colton CA 92324					
No.	Qty.	Buyer Prod.#	Vendor Prod.#	Description	Unit Price	Back Order Date	Total Price	
<input checked="" type="checkbox"/>	1	2	52566	4155SET	CAMINO 3 IN 1 PACK TABLEfabric/finish:Stock	\$000149.95		\$299.90
<input checked="" type="checkbox"/>	2	2	47019	7710	PIERCE CHAIRSIDE TABLEfabric/finish:Stock	\$000019.95		\$39.90
5 Acknowledge Cancel								

1. Verify whether you are sending a Test or Production response.
2. Enter your Acknowledgment number
3. Give your Ship Date information.
4. If you are not acknowledging an item, uncheck it. You can adjust the Quantity, Vendor Prod. #, Price and enter a Back Order Date if the item is on Back Order. The price is automatically calculated based on quantity and Unit Price.
5. Once the information is correct, click on Acknowledge.

You can View the PO by clicking on the PO number.

	Date	Time	Ship Date	PO #	Type	Sender	Status	Mode
Incoming + New(3) + Viewed(62) + Total(65)	12/23/13	17:03	12/23/13	PO-023608	850	livingSpaces AX	Viewed	Test
	12/23/13	17:03	12/23/13	PO-023606	850	livingSpaces AX	Viewed	Test
	11/06/13	17:50	11/06/13	PO-000769	850	livingSpaces AX	Viewed	Test
Outgoing + Open(117) + Closed(0)								

This will allow you to view the PO.

PURCHASE ORDER						
SENDER: livingSpaces AX						
PO Date			PO Number			
12-23-2013			PO-023608			
Billing Address			Shipping Address			
5637191718			Rialto - DC 3994 S Riverside Ave Colton CA 92324			
Req. Delv. Date						
12-23-2013						
Message						
Message#1: Test PO - Do not process						
Message#2: MUST MEET CA REGULATION 93120						
No.	Qty.	Buyer Prod.#	Vendor Prod.#	Description	Unit Price	Total Price
1	4	70540	1210S-ESP	ADRIA ESPRESSO SIDE CHAIR fabric/finish:Espresso	\$37.50	\$150.00
	BarCode:907054012901					
	BarCode:907054012902					
	BarCode:907054012903					
2	2	45402	2152T-4282	BARDSTOWN DINING TABLE fabric/finish:Stock	\$159.95	\$319.90
	BarCode:904540225214					
	BarCode:904540225215					
3	2	45403	2152S	BARDSTOWN SIDE CHAIR fabric/finish:Stock	\$31.50	\$63.00
	BarCode:904540393291					
	BarCode:904540393292					
Total Line Items: 3						
Total Items: 8						
PO Total Price: \$ 532.90						

You can create the invoice by clicking on Inv.

All Transactions													
Date	Time	Ship Date	PO #	Type	Sender	Status	Mode	Acked	Inv.	Asned	Sort By:	Descending	
12/23/13	17:03	12/23/13	PO-023608	850	livingSpaces AX	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	Del
12/23/13	17:03	12/23/13	PO-023606	850	livingSpaces AX	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	Del
11/06/13	17:50	11/06/13	PO-000769	850	livingSpaces AX	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	Del

The invoice is auto populated with information from the PO. You can adjust the information as needed.

Invoice Date: 01-22-2014 Invoice Number: []
 PO Date: 12-23-2013 PO Number: PO-023608
 Customer Address: [] Consignee Address: Rialto - DC, 3994 S Riverside Ave, Colton, CA, 92324
 Remit To Address: 333 address charlotte nc 22222
 Term Type: [] Net Due Date: mm-dd-yy [] 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
1	4	4	70540	1210S-ESP	ADRIA ESPRESSO SIDE CHAIR fabric/finish:Espresso	\$000037.50	\$150.00
Service, Allowance or Charge							
2	2	2	45402	2152T-4282	BARDSTOWN DINING TABLE fabric/finish:Stock	\$000159.95	\$319.90
Service, Allowance or Charge							
3	2	2	45403	2152S	BARDSTOWN SIDE CHAIR fabric/finish:Stock	\$000031.50	\$63.00
Service, Allowance or Charge							

Tax Amount: Apply 5% Tax: 0
 Quebec Tax (Optional): Apply 9.5% Tax after 5%: 0
 Freight Charge: 0
 Transaction Total: \$532.90

[Invoice] [Cancel]

You can delete documents as needed by clicking on Del.

Date	Time	Ship Date	PO #	Type	Sender	Status	Mode	Acked	Inv.	Asned	Sort By: Date	Descending	Del
12/23/13	17:03	12/23/13	PO-023608	850	livingSpaces AX	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	<input checked="" type="button" value="Del"/>
12/23/13	17:03	12/23/13	PO-023606	850	livingSpaces AX	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	<input type="button" value="Del"/>
11/06/13	17:50	11/06/13	PO-000769	850			Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	<input type="button" value="Del"/>
11/06/13	17:50	12/25/13	PO-000770	850			Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	<input type="button" value="Del"/>
11/06/13	17:50	11/06/13	PO-000768	850			Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	<input type="button" value="Del"/>
09/25/13	17:26	09/25/13	PO-000650	850	livingSpaces AX	Viewed	Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	<input type="button" value="Del"/>
09/25/13	17:26	09/25/13	PO-000648	850	livingSpaces AX	Viewed	Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ack	Inv	<input type="button" value="Del"/>

Really delete?

It will ask you if you really want to delete. Click Ok if you do.

You can sort by how you want to see the documents.

All Transactions					
Status	Mode	Acked	Inv.	Asned	
X	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sort By: Date Descending

You can also view the Out Going documents and search for a specific date range, document type, sender, or document



OUTGOING TRANSACTIONS

Select a range of dates or [click here](#) to view all Acknowledgements and Invoices.

Start Date: 10-23-2013
End Date: 01-21-2014

Document Type: All

Receiver Name: All

Status: All

Delete Status: Default

PO# ACK# or INV#

For Key Field searching
underscore () matches any single character
asterisk(*) matches anything.

- Incoming
 - + New(3)
 - + Viewed(62)
 - + Total(65)
- Outgoing** (highlighted)
 - + Open(117)
 - + Closed(0)
 - + Failed(0)
 - + Total(117)
- Generate Consolidated
- USN
- Print All New 850/860(s)
- Add User
- View User
- PO Notification
- User Password

If you go to Open, you can see the open documents that you have sent.

	Orig. Date	Update Date	PO#	Doc Type	Doc#	Mode	Receiver	Status	
<ul style="list-style-type: none"> ■ Incoming <ul style="list-style-type: none"> + New(3) + Viewed(62) + Total(65) ■ + Open(117) ■ Closed(0) ■ Failed(0) ■ Total(117) ■ Generate Consolidated ASN ■ Print All New 850/860(s) ■ Add User 	07/16/13 13:15	Inv. once	PO-000203	Inv	2032IN	Test	LIVINGSAPCES AX	Open	Re Inv
	09/19/13 17:34	Inv. once	PO-000576	Inv	576INV	Test	LIVINGSAPCES AX	Open	Re Inv
	09/19/13 17:34	Inv. once	PO-000575	Inv	575INV	Test	LIVINGSAPCES AX	Open	Re Inv
	07/16/13 13:16	Inv. once	PO-000203	Inv	2033IN	Test	LIVINGSAPCES AX	Open	Re Inv
	09/19/13 17:36	Inv. once	PO-000568	Inv	568INV	Test	LIVINGSAPCES AX	Open	Re Inv
	09/19/13 17:37	Inv. once	PO-000573	Inv	573INV	Test	LIVINGSAPCES AX	Open	Re Inv
	09/19/13 17:38	Inv. once	PO-000569	Inv	569INV	Test	LIVINGSAPCES AX	Open	Re Inv
	08/22/13 17:30	Ack. once	PO-000366	PO Ack	366	Test	LIVINGSAPCES AX	Open	Re Ack

You can view the document by clicking on the Doc# and you can re invoice or re acknowledge the documents.

The Generate Consolidated ASN button allows you to supply an advance ship notice for one or more PO's.

<ul style="list-style-type: none"> ■ Incoming <ul style="list-style-type: none"> + New(3) + Viewed(62) + Total(65) ■ Outgoing <ul style="list-style-type: none"> + Open(117) + Closed(0) + Failed(0) + Total(117) ■ Generate Consolidated ASN ■ Print All New 850/860(s) ■ Add User ■ View User ■ PO Notification 	<p>Start Date <input type="text" value="10-23-2013"/></p> <p>End Date <input type="text" value="01-21-2014"/></p> <p>Customer Name <input type="text" value="livingSpaces AX"/></p> <p>Status <input type="text" value="All"/></p> <p>Key Field <input type="text"/></p> <p>PO#, ACK#, INV#, ...</p> <p>For Key Field searching underscore () matches any single character asterisk(*) matches anything.</p> <p><input type="button" value="NEXT>>"/></p>
--	--

When you first click on it, it allows you to filter for the PO's you are supplying the ASN for.

You can then check the PO's you are ready to send the ship notice for.

Select PO(s) for Generating ASN

Date	Time	PO #	DOC TYPE #	Sender	Status	Mode	Acked	Inv.	Asned	Generate ASN
2013-12-23	17:03	PO-023609	850	LIVINGSACES AX	New	Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2013-12-23	17:03	PO-023610	850	LIVINGSACES AX	New	Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2013-12-23	17:03	PO-023606	850	LIVINGSACES AX	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2013-12-23	17:03	PO-023608	850	LIVINGSACES AX	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2013-11-06	17:50	PO-000769	850	LIVINGSACES AX	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2013-11-06	17:50	PO-000770	850	LIVINGSACES AX	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2013-11-06	17:50	PO-000768	850	LIVINGSACES AX	Viewed	Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you have submitted, you can verify the ASN information.

GENERATE ASN

Send transactions as Test Production

Shipment Date: 01-21-2014 12:00 Shipment Number:
 Customer Address:

Expected Delivery Date: 01-21-2014 Bill of Lading#: Carrier Name: Carrier SCAC: Pickup Auth#:

UCC MFG Id: Packaging: Lading Qty: Weight:

Purchase Order Number: PO-000768 Purchase Order Date: 11-06-2013

No.	Qty.	ASN Qty.	Buyer Prod.#	Vendor Prod.#	Description	Status Code
<input checked="" type="checkbox"/>	0000	3	42326	5280	BENNETT FLIP FLOP SOFAfabric/finish:Espresso	<input type="text"/>
<input type="button" value="Add SSC Cd"/>						
<input checked="" type="checkbox"/>	0001	2	45331	2180SET-ESP	CARSON 5PC DINING SETfabric/finish:Espresso	<input type="text"/>
<input type="button" value="Add SSC Cd"/>						

Print All New 850/860's allows you to print all of the received documents at one time.

A vertical menu with a blue header bar. The menu items are:

- Incoming
 - + New(3)
 - + Viewed(62)
 - + Total(65)
- Outgoing
 - + Open(117)
 - + Closed(0)
 - + Failed(0)
 - + Total(117)
- Generate Consolidated ASN
- Print All New 850/860(s)** (highlighted with a red box)
- Add User
- View User

Click on Add New User to create a new user log in on your account.

The same vertical menu as above, but with 'Add User' highlighted by a red box. To the right of the menu is a form for creating a new user:

Login Name:

Password:

Confirm Password:

Once you click submit, you will be prompted to set their permissions.

Add User Successful

The user has been successfully added.
Please set the [permissions](#) for the new user.

[Add another user](#)

If you click on permissions, it will take you to this page:

List of Users

Login Name

NEW USER

Set Permissions

[Permissions](#)

Click on Permissions.

It will take you to the page where you can use the drop downs to determine if this user can view, create, or none for the different document types.

Login Name

NEW USER

Document Type

Document Name

Permission

810	INVOICE	view
PL	Print Labels	none
850	PURCHASE ORDER	view
846	PO STATUS QUERY	none
856	ADVANCE SHIP NOTICE	create and view
855	PURCHASE ORDER ACKNOWLEDGEMENT	create and view

Set Permission

Once you click on Set Permissions, you will get the following message.

Customer Permissions

The permissions were successfully set.

View User will show you what log ins have been created on your WebConnect and it allows you to edit their permissions at any time.

The screenshot displays the 'List of Users' interface. On the left, a sidebar menu includes the following items: 'Incoming' (with sub-items '+ New(0)', '+ Viewed(0)', '+ Total(0)'), 'Outgoing' (with sub-items '+ Open(0)', '+ Closed(0)', '+ Failed(0)', '+ Total(0)'), 'Generate Consolidated ASN', 'Print All New 850/860(s)', 'Add User', and 'View User' (highlighted with a red box). The main content area features a table with the following structure:

Login Name	Set Permissions
NEW USER	<input type="button" value="Permissions"/>

PO notification allows you to put the email address that should be notified when your account receives a PO.

New PO Notification email

Incoming
+ New(0)
+ Viewed(0)
+ Total(0)

Outgoing
+ Open(0)
+ Closed(0)
+ Failed(0)
+ Total(0)

Generate Consolidated
ASN

Print All New 850/860(s)

Add User

View User

PO Notification

User Password

Notification Email

Set

You can change and reset the passwords for your Users by clicking on User Password.

List of Users

Incoming
+ New(0)
+ Viewed(0)
+ Total(0)

Outgoing
+ Open(0)
+ Closed(0)
+ Failed(0)
+ Total(0)

Generate Consolidated
ASN

Print All New 850/860(s)

Add User

View User

PO Notification

User Password

Login Name	Change Password
NEW USER	Change Password

You can change the password for your admin login by going to Change Password.

<ul style="list-style-type: none">Incoming<ul style="list-style-type: none">+ New(0)+ Viewed(0)+ Total(0)Outgoing<ul style="list-style-type: none">+ Open(0)+ Closed(0)+ Failed(0)+ Total(0)Generate Consolidated ASNPrint All New 850/860(s)Add UserView UserPO NotificationUser PasswordChange PasswordLogout	<p>Old Password <input type="text"/></p> <p>New Password <input type="text"/></p> <p>Confirm New Password <input type="text"/></p> <p><input type="button" value="Change"/> <input type="button" value="Reset"/></p>
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Logout will log you out of WebConnect. If you have any questions about using the WebConnect portal, please email support-exim@microdinc.com and be sure to include your business name, your contact information, your login credentials, and your question or concern. Thank you!