

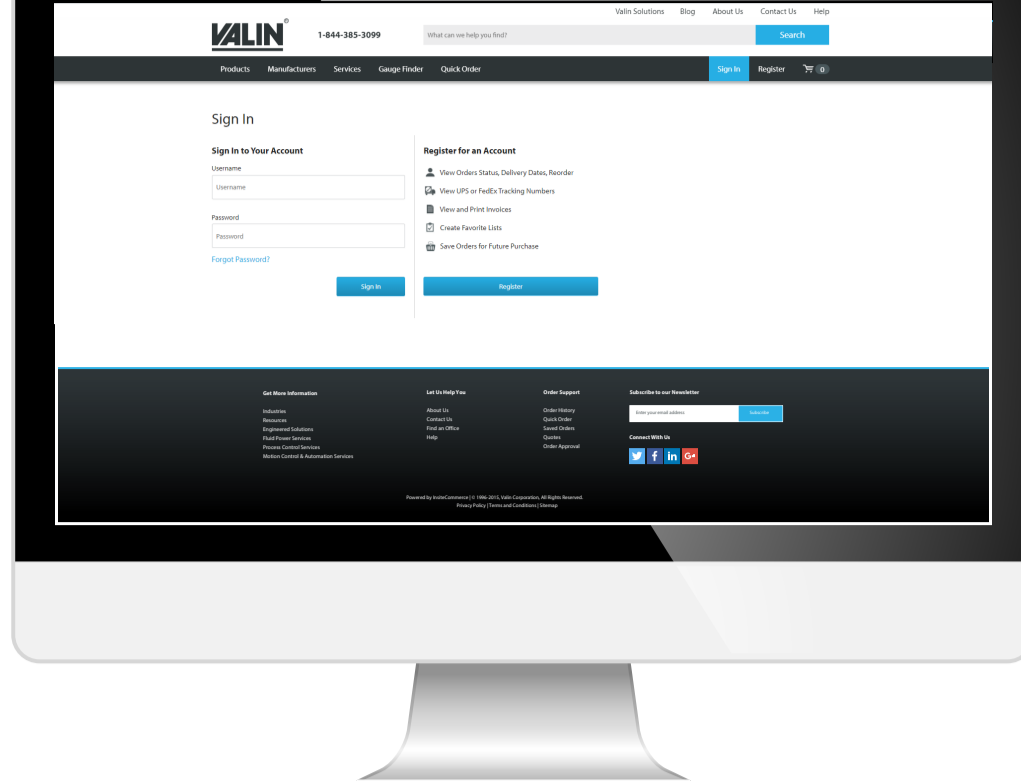
Account Dashboard

KNOW THE FACTS

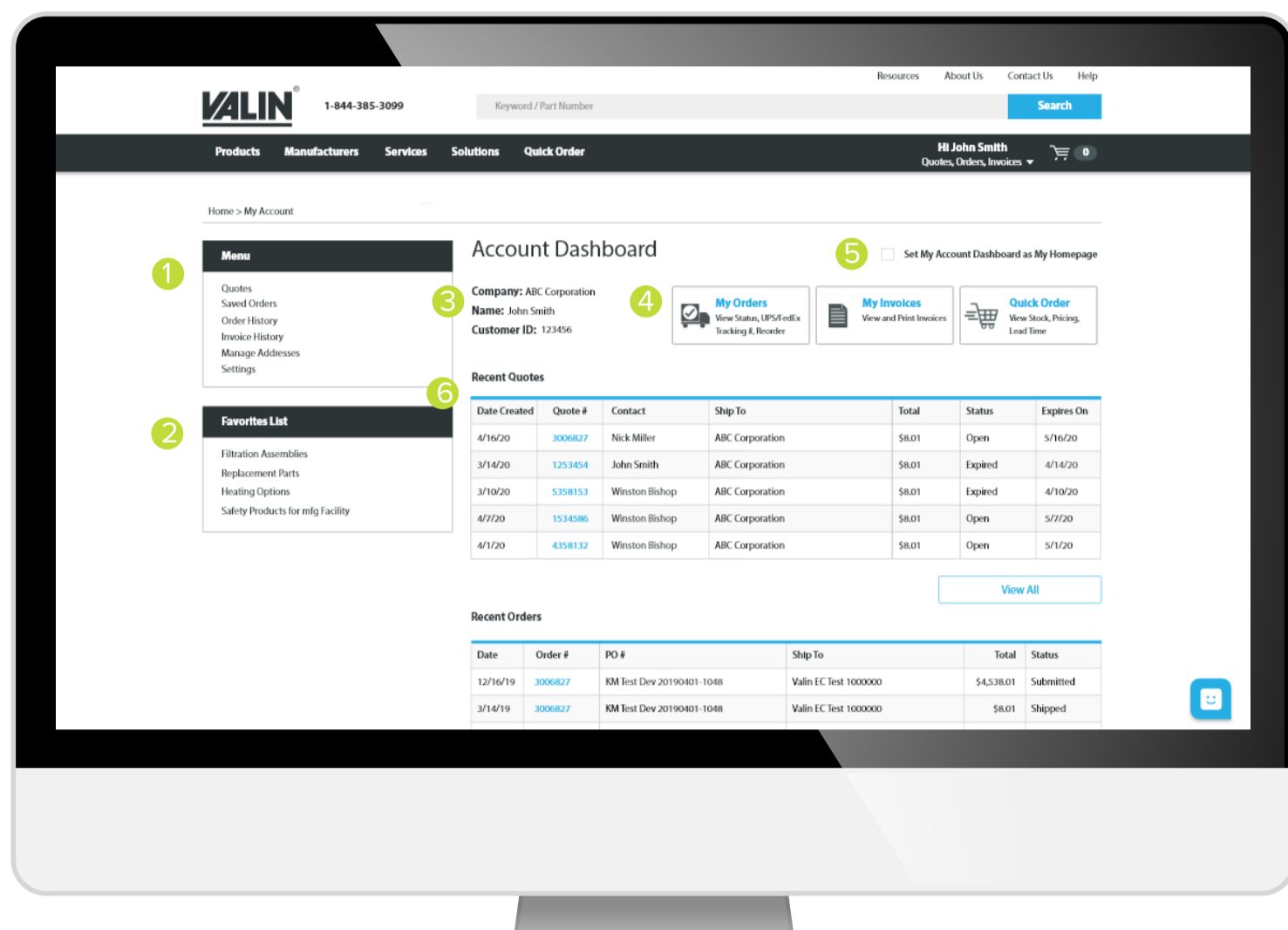


SIGN INTO YOUR ACCOUNT

To access your Account Dashboard you must sign into your account.



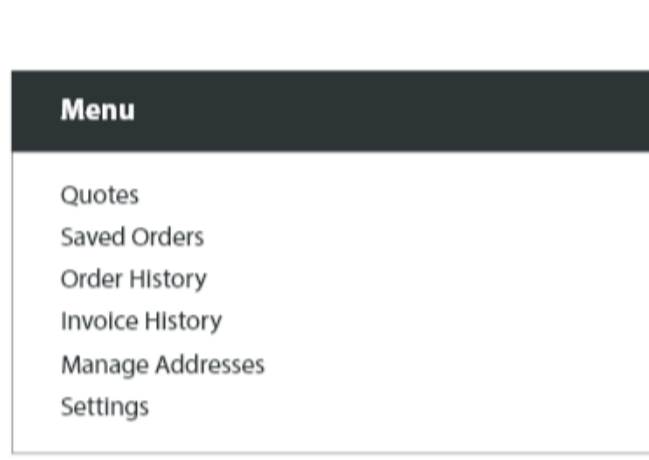
GET TO KNOW YOUR ACCOUNT DASHBOARD



1

NAVIGATION

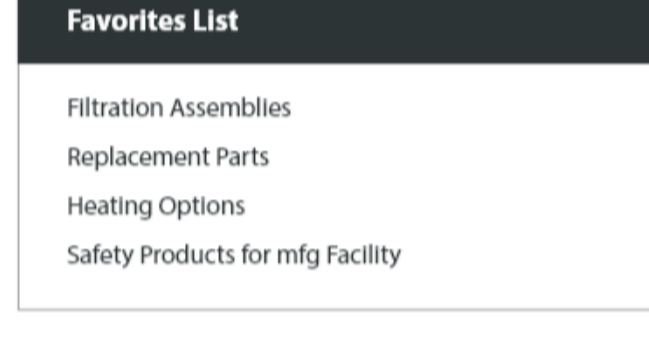
Easy access to any page from your Account Menu



2

FAVORITES LIST

Easy access to Manage Favorites Lists to organize and keep track of products for various projects.



3

ACCOUNT DETAILS

Easy access to your Company and Customer ID

Account Dashboard

Company: ABC Corporation

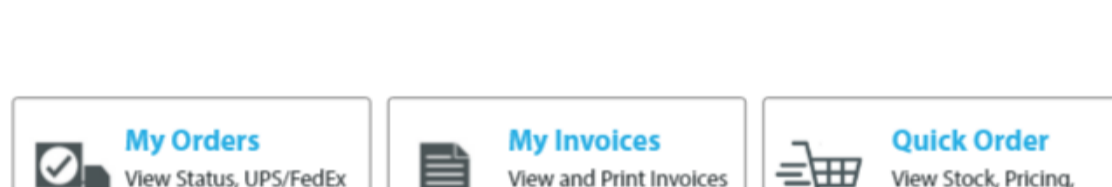
Name: John Smith

Customer ID: 123456

4

QUICK LINKS

Quick Links to your Orders, Invoices and Quick Order



5

SET ACCOUNT DASHBOARD AS HOMEPAGE

Select this feature to be automatically directed to your Account Dashboard when you sign In

Set My Account Dashboard as My Homepage

6

RECENT QUOTES, ORDERS AND INVOICES

Access to your most recent Quotes, Orders and Invoices. Click on View All to see all available Quotes, Orders and Invoices from the last 6 Months

Recent Quotes

Date Created	Quote #	Contact	Ship To	Total	Status	Expires On
4/16/20	3006827	Nick Miller	ABC Corporation	\$8.01	Open	5/16/20
3/14/20	1253454	John Smith	ABC Corporation	\$8.01	Expired	4/14/20
3/10/20	5358153	Winston Bishop	ABC Corporation	\$8.01	Expired	4/10/20
4/7/20	1534586	Winston Bishop	ABC Corporation	\$8.01	Open	5/7/20
4/1/20	4358132	Winston Bishop	ABC Corporation	\$8.01	Open	5/1/20

[View All](#)

Recent Orders

Date	Order #	PO #	Ship To	Total	Status
12/16/19	3006827	KM Test Dev 20190401-1048	Valin EC Test 1000000	\$45,380.01	Submitted
3/14/19	3006827	KM Test Dev 20190401-1048	Valin EC Test 1000000	\$8.01	Shipped
3/10/19	3006827	KM Test Dev 20190401-1048	Valin EC Test 1000000	\$8.01	Shipped
3/7/19	3006827	KM Test Dev 20190401-1048	Valin EC Test 1000000	\$8.01	Submitted
3/1/19	3006827	KM Test Dev 20190401-1048	Valin EC Test 1000000	\$8.01	Submitted

[View All](#)

Recent Invoices

Invoice Date	Invoice #	Net Due Date	Order #	PO #	Ship To	Terms	Total
3/16/19	3365408	3/16/19	3365408	3365408	Valin EC Test 1000000	1% 10 Days Net 30	\$8.01
3/14/19	3365408	3/14/19	3365408	3365408	Valin EC Test 1000000	Net 30 Days	\$8.01
3/10/19	3365408	3/10/19	3365408	3365408	Valin EC Test 1000000	Net 30 Days	\$8.01
3/7/19	3365408	3/7/19	3365408	3365408	Valin EC Test 1000000	Net 30 Days	\$8.01
3/1/19	3365408	3/1/19	3365408	3365408	Valin EC Test 1000000	Net 30 Days	\$8.01

[View All](#)

MORE ACCOUNT FEATURES:

- View Order Status
- View Order Line Item Promise Date
- View Shipment UPS/FedEx Tracking Number
- View and Print Invoices
- View and Order from Favorites List
- View Product Quantity Availability
- View Customer Specific Part Numbers*
- View Customer Restricted Part Numbers*
- View Customer Pricing
- Submit Schedule Orders
- Submit Reorders
- Request Returns

*May require additional set up



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