

# Checking Inventory and Price

## From the Home Page

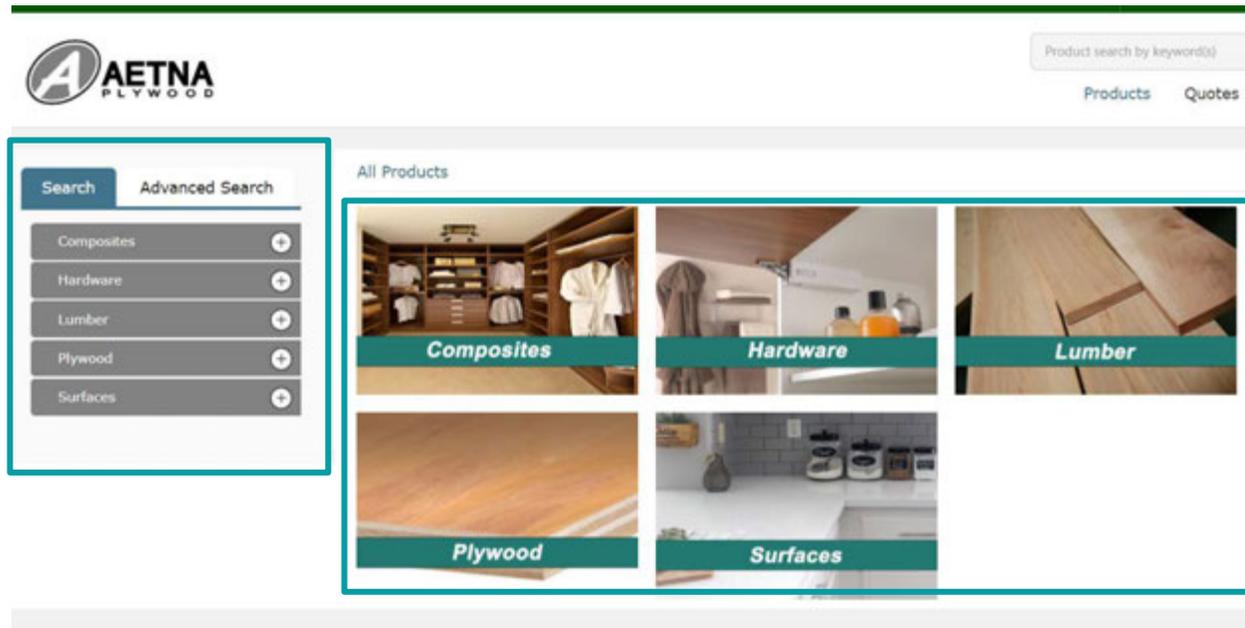
## Click on Products

The screenshot displays the Aetna Plywood website interface. At the top, a green navigation bar includes a branch dropdown menu set to 'INDIANAPOLIS', account information 'MISC ACCTS CASH-INDY -', a shopping cart icon with 'Cart (0)' and '\$0.00', and a 'Log Out' link. Below this is the Aetna Plywood logo and a search bar with the text 'Product search by keyword(s)'. A dropdown menu is open under the search bar, listing 'Products', 'Quotes', 'Orders', 'Invoices', 'Credit Memos', and 'Billing'. On the left side, there is a 'Company Information' sidebar with contact details for Aetna Plywood, including a lockbox number, address, and phone number. The main content area features a 'WE'RE BUILDING SOLUTIONS' section with a sub-header 'Ask us about our CUSTOM PANELS!' and three photographs showing workers in a factory setting handling large panels. Below this is a 'Bargains and Specials' section with a partially visible image.

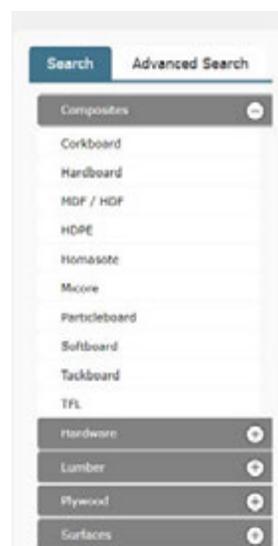
# Checking Inventory and Price

## Search Option

You can expand your options from the menu bar on the left by clicking on the + sign or you can click on the thumbnail.



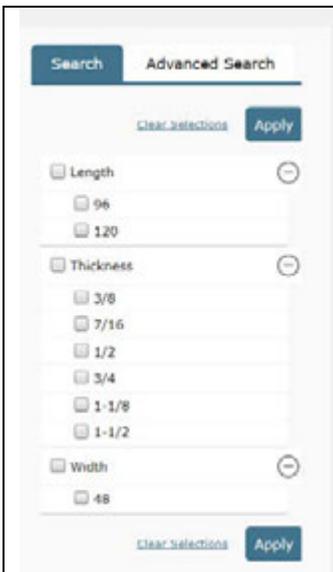
Either way you choose to go into the products, you will land at the following search menu. Click on the product group you wish to view.



Below is what your search will return.

# Checking Inventory and Price

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The screenshot shows an 'Advanced Search' interface. At the top, there are two tabs: 'Search' and 'Advanced Search'. Below the tabs, there are two buttons: 'Clear Selections' and 'Apply'. The interface is divided into three sections: 'Length', 'Thickness', and 'Width'. Each section has a checkbox to the left of the section name and a minus sign to the right. Under 'Length', there are two options: '96' and '120'. Under 'Thickness', there are five options: '3/8', '7/16', '1/2', '3/4', and '1-1/8'. Under 'Width', there is one option: '48'. All checkboxes are currently unchecked.

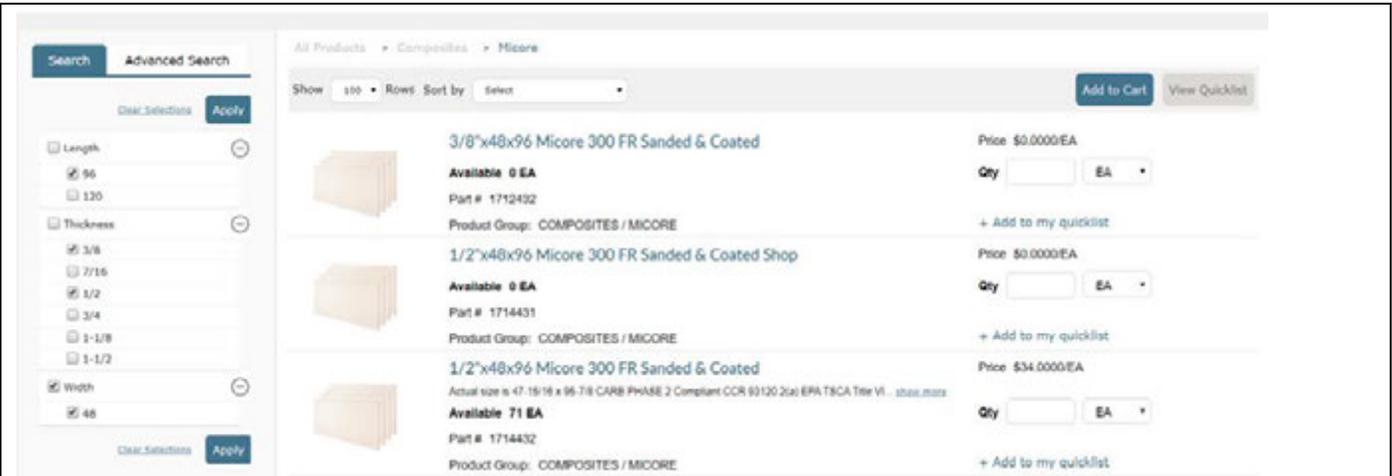
Check the boxes that meet your product needs and click on Apply.. All items that meet that criteria will be returned.



This screenshot is identical to the one above, but with several checkboxes selected. In the 'Length' section, the '96' checkbox is checked. In the 'Thickness' section, the '3/8', '1/2', and '3/4' checkboxes are checked. In the 'Width' section, the '48' checkbox is checked. The 'Apply' button at the bottom right is highlighted with a red box.

This is an example of the return from the above search.

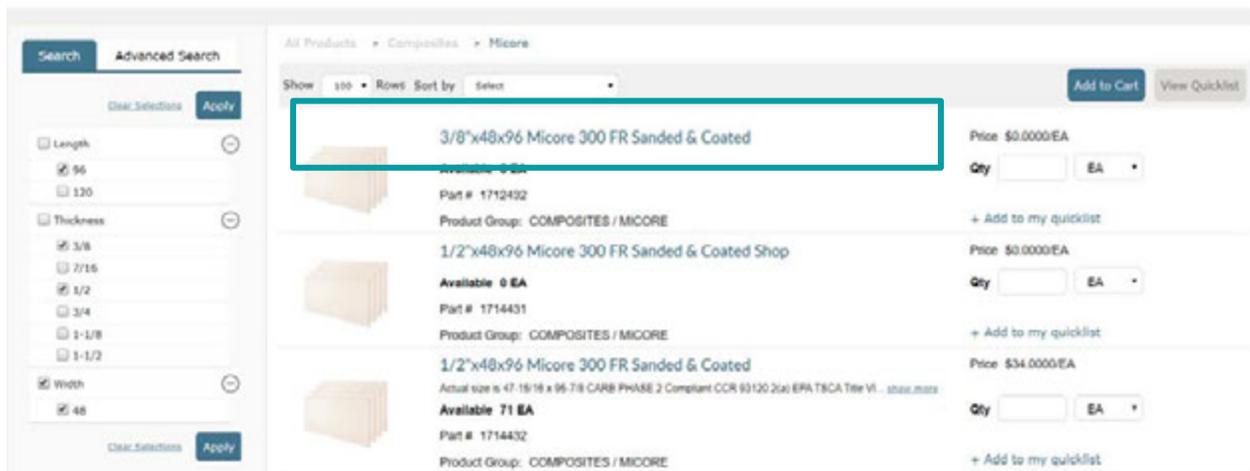
# Checking Inventory and Price



The screenshot shows a web interface for product management. On the left is a search sidebar with 'Advanced Search' and filters for Length (96, 120), Thickness (3/8, 7/16, 1/2, 3/4, 1-1/8, 1-1/2), and Width (48). The main area shows a list of products under 'All Products > Composites > Micore'. The first product is '3/8"x48x96 Micore 300 FR Sanded & Coated' with Part # 1712432, Price \$0.0000/EA, and 'Available 0 EA'. The second is '1/2"x48x96 Micore 300 FR Sanded & Coated Shop' with Part # 1714431, Price \$0.0000/EA, and 'Available 0 EA'. The third is '1/2"x48x96 Micore 300 FR Sanded & Coated' with Part # 1714432, Price \$34.0000/EA, and 'Available 71 EA'. Each item has an 'Add to Cart' button and a 'View Quicklist' button.

It brings in the Item description, Qty. available, Item #, Price.

To go into the item to see the inventory details and quantity price breaks, click on the item description.



This screenshot is identical to the one above, but a red rectangular box highlights the first product item: '3/8"x48x96 Micore 300 FR Sanded & Coated'. This indicates that clicking on this item's description leads to a more detailed view of its inventory and pricing.

Options to see Pricing, Available Inventory by location, On order by location, Part Number and any associated Documents. At any time to go back to the product list click on Back to Product List.



# Checking Inventory and Price

Product Group: COMPOSITES / MICORE

1/2"x48x96 Micore 300 FR Sanded & Coated  
Actual size is 47-15/16 x 95-7/8 CARB PHASE 2 Compliant CCR 93130.3(a) EPA TSCA Title VI... [stock\\_msrp](#)

Part # 1714432  
**\$34.0000 / EA**  
Available qty 71

Qty  EA   
+ Add to my quicklist

[Pricing](#) [Available](#) [On Order](#) [Part Numbers](#) [Documents](#)

Show 5 Rows Select Columns

Sale Type	Price/Disc Type	Price	Price UOM	Effective Dates
<all>	Pricing Group Qty Break 1 EA	\$34.0000	EA	Open - Open
<all>	Pricing Group Qty Break 20 EA	\$31.8000	EA	Open - Open
<all>	Pricing Group Qty Break 40 EA	\$29.9000	EA	Open - Open
<all>	Pricing Group Qty Break 80 EA	\$29.0000	EA	Open - Open
<all>	Pricing Group Qty Break 160 EA	\$28.2000	EA	Open - Open

Click on Pricing to see Quantity Price Breaks.

[Pricing](#) [Available](#) [On Order](#) [Part Numbers](#) [Documents](#)

Show 5 Rows Select Columns

Sale Type	Price/Disc Type	Price	Price UOM	Effective Dates
<all>	Pricing Group Qty Break 1 EA	\$34.0000	EA	Open - Open
<all>	Pricing Group Qty Break 20 EA	\$31.8000	EA	Open - Open
<all>	Pricing Group Qty Break 40 EA	\$29.9000	EA	Open - Open
<all>	Pricing Group Qty Break 80 EA	\$29.0000	EA	Open - Open
<all>	Pricing Group Qty Break 160 EA	\$28.2000	EA	Open - Open

To view Available Inventory, Click on Available and then change Available to Totals by Branch.

# Checking Inventory and Price

Pricing Available **On Order** Part Numbers Documents

Available Totals By Branch Show 5 Rows

Quantity	UOM	Branch
5	EA	01MAYWD
66	EA	05ROCK
0	EA	06INDY
0	EA	08WBL

To view On Order Inventory, Click on On Order and then change On Order to Totals By Branch.

Pricing Available **On Order** Part Numbers Documents

On Order Totals By Branch Show 5 Rows

Quantity	UOM	Branch
140	EA	01MAYWD
140	EA	08WBL

Same process to see any associated part numbers or Documents.

# Placing an Order

## From the Home Page

### Click on Products

Branch: Indianapolis | MISC ACCTS CASH-INDY | Cart (0) \$0.00 | Kim Diaz | Log Out

Product search by keyword(s)

Products | Quotes | Orders | Invoices | Credit Memos | Billing

**Company Information**

Aetna Plywood

License #774315  
4313 Solutions Center  
Chicago, IL 60677-4003  
USA

**WE'RE BUILDING SOLUTIONS**

Searching for the latest building product solutions, and ways to make your next project more successful? WE'VE GOT THAT! Whether you're fabricator or architect, contractor or building owner – you've come to the right place.

**Ask us about our CUSTOM PANELS!**

You've come to the right place for faster turnaround on high-quality HPL panels – all made to order and priced right to meet your panel requirements, whether one or 100 or 1,000.

Better yet, Aetna's Panel Express program allows you to bundle together a variety of readily available panel sizes to improve your cost and efficiency – all delivered just a week from date of order.

**Bargains and Specials**

### Once you are ready to place your order, click on your 'Cart'

Branch: Indianapolis | MISC ACCTS CASH-INDY | Cart (1) \$69.84 | Kim Diaz | Log Out

Product search by keyword(s)

Products | Quotes | Orders | Invoices | Credit Memos | Billing

All Products > Hardware > Abrasives-Accessories

Show 100 Rows Sort by Select Add to Cart View Quicklist

<p><b>2-1/2" Abrasive Roll Sanding Block</b></p> <p>Available 2 EA</p> <p>Part # HMM051144452003</p> <p>Product Group: HARDWARE / ABRASIVES</p>	Price \$12.5100/EA
<p><b>3-1/4" Abrasive Roll Sanding Block</b></p> <p>Available 3 EA</p> <p>Part # HMM051144452040</p> <p>Product Group: HARDWARE / ABRASIVES</p>	Price \$18.1200/EA

# Placing an Order

Confirm your order is correct. If you need edit the quantity on an item or add a message for us, click on the Edit button, change the quantity and click on save. (You can also delete an item by clicking on the garbage can). When ready, click on Proceed to Checkout.

## Items in Cart

Continue Shopping

Proceed to Checkout

Show 10 Rows

Item	Qty	Description	Message	Location Reference	QTY	UOM	Price*	UOM	Extension*
 H09051144452033	6	Abrasive Roll Sanding Block			6	EA	11.0400	EA	66.24

\* Prices are estimates and may change upon final submission.

Delete All

Cart Total

Total 66.24

Continue Shopping

Proceed to Checkout



Product search by keyword(s)

Products Quotes Orders Invoices Credit Memos Billing

## Items in Cart

Continue Shopping

Proceed to Checkout

Show 10 Rows

Item	Qty	Description	Message	Location Reference	QTY	UOM	Price*	UOM	Extension*
  H09051144452033	6	Abrasive Roll Sanding Block	<input type="text"/>		<input type="text"/>	EA	11.0400	EA	66.24

\* Prices are estimates and may change upon final submission.

Delete All

Cart Total

Total 66.24

Continue Shopping

Proceed to Checkout

You will be brought to this screen. Fill in required information and click Submit. You will receive an order confirmation at that point.

# Placing an Order

- \*Submit as – you can submit as an Order or Quote if you are looking for special pricing.
- \*Requested delivery date will only allow you to choose dates available for your ship via request.
- \*Order Type will always be Partnerview
- \*Ship Via options are OT (Out Truck), Parcel (UPS or Speedy) and WC (Will Call). Aetna Plywood reserves the right to change this.
- \*Check the box for Ship Complete if you have a backorder on the order but can wait for all items to ship together.

**Review and Submit** Return to Cart Submit

**Submit as:** Order

**Requested delivery date:**

**Submitted by:** Kim Diaz

**Order type:**

**Reference:**

**Ship via:**

Ship complete

**Fax number:**

**E-mail:** kimdiaz@aetnaplywood.com

**Message:**

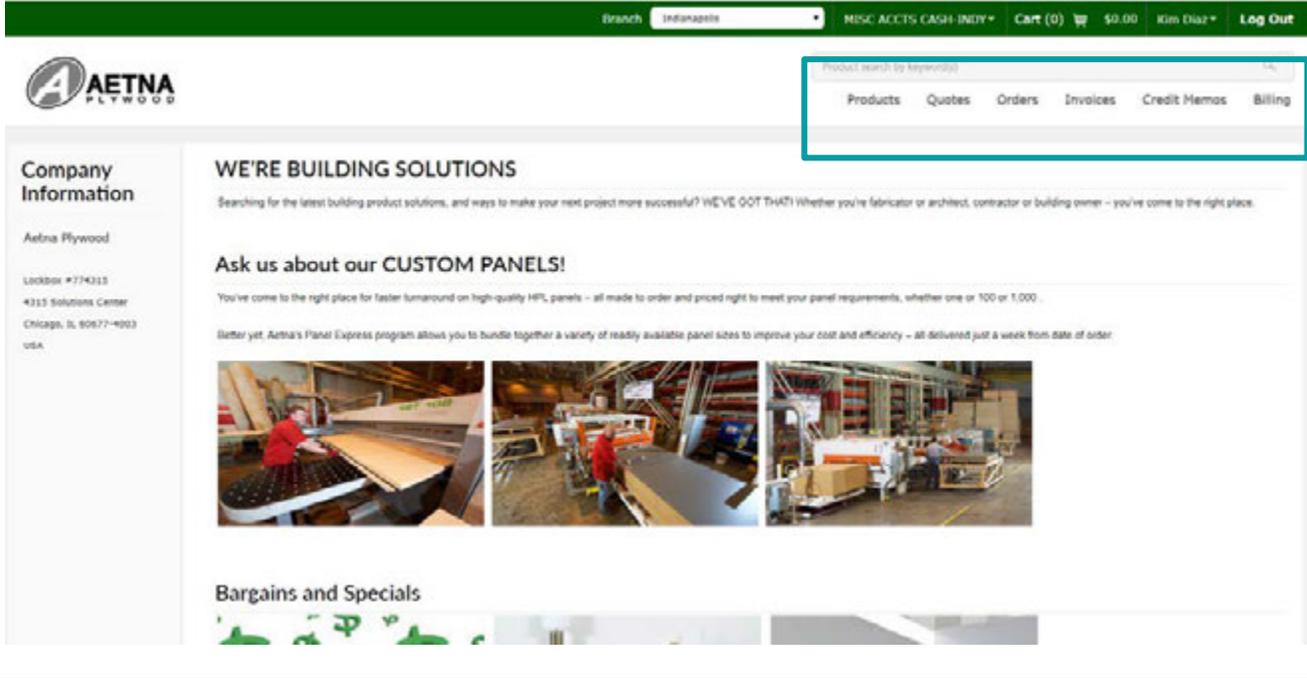
Show 10 Rows

Item	Size	Description	Message	Location Reference	Qty	UOM	Price*	UOM	Extension*
100001144102022	2-1/2"	Abrasive Roll Sanding Block			8	EA	11.6400	EA	93.12

# Locating Quotes

## From the Home Page

## Click on Quotes



# Locating Quotes

**Search by**

Quote ID ▼

Equals ▼

**Status**

All ▼

**From quote date**

10/26/2019

**To quote date**

11/26/2019

**Show results by**

Quote ▼

Include all ship-tos

My quotes only

**Search**

**Search by Options:**

- Quote ID
- Reference #
- Item #
- PO ID
- Job #

**Status Options:**

- All
- Active
- Closed

**Select your quote date range**

**Show results by Quote or Item**

**Click on Search**

# Locating Quotes

Click on the plus sign to see detailed information

	Actions	Quote ID	Job #	Reference #	PO ID	Quote Date	Sale Type Description	Status
		286488		RUSSIAN BIRCH		11/11/2019	WAREHOUSE - WOOD MAYWOOD ONLY	Active
		272296		W100 3/4		09/23/2019	WAREHOUSE - LAMINATE MAYWOOD ONLY	Closed
		248960		CYPRESS LUMBER		07/01/2019	WAREHOUSE - WOOD MAYWOOD ONLY	Closed
		236570				05/16/2019	WAREHOUSE - WOOD MAYWOOD ONLY	Closed
		221279			SHOP	03/27/2019	DIRECT	Closed
		212263				02/26/2019	TRANSFER DIRECT	Closed

Click on the Document to get a PDF of the Quote

Or – see the details of the quote under Quote Details for ID xxxxx

**Documents for ID 212263**

Type	Transaction ID	Documents
Quotation	MAY00212263	

**Quote Details for ID 212263**

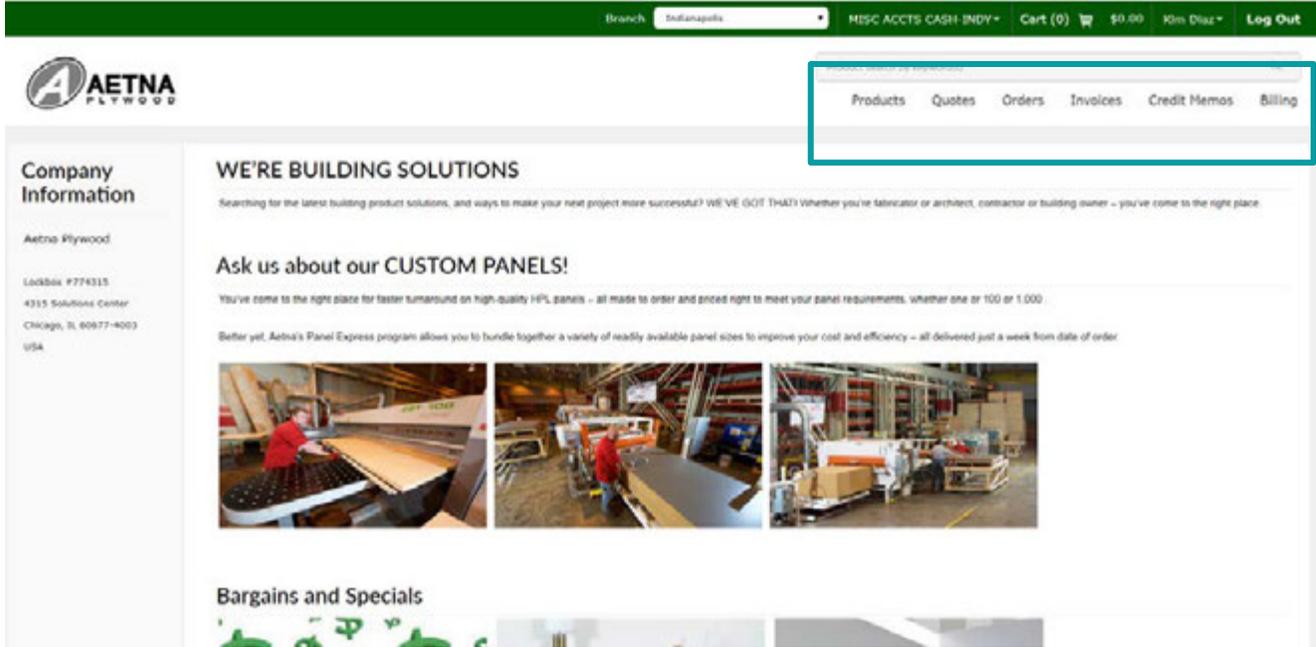
Show  Rows [Select Columns](#)

Item	Size	Description	Quantity	Staged Qty	Qty UOM
HP375X144NoHOLES	144" Length	33 Panel Clip 3/8" w/out Mounting Holes	100	0	EA
HP375X2wHoles	2" Length	33 Panel Clip 3/8" with Mounting Holes	500	0	EA
HP375X72NoHoles	72" Length	33 Panel Clip 3/8" w/out Mounting Holes	100	0	EA

# Locating Orders

## From the Home Page

## Click on Orders



# Locating Orders

**Search by**

Order ID ▼

Equals ▼

**Status**

All ▼

**From order date**

11/27/2019

**To order date**

12/27/2019

**Show results by**

Order ▼

Include all ship-tos

My orders only

**Search**

**Search by Options:**

- Order ID
- Reference #
- Item #
- PO ID
- Job #

**Status Options:**

- All
- Open
- Invoiced
- Cancelled

**Select your quote date range**

**Show results by Quote or Item**

**Click on Search**

# Locating Orders

Click on the plus sign to see detailed information

Show 10 Rows Select Columns

	Order ID	Reference #	PO ID	Order Date	Order Type Description	Status	St
+	290372			11/25/2019	WILL CALL	Canceled	
-	288614	1" 5X12 MDF	CRISTI SANDEFEC	11/19/2019	WILL CALL	Invoiced	

Documents for ID 288614

Type	Transaction ID	Documents
Order Acknowledgement	MAY00288614	 
Invoice	MAY00288614-001	

Order Details for ID 288614

Show All Rows Select Columns

Item	Size	Description	Quantity	B/O Qty	Staged Qty	Qty UOM
3928898	1x61x145	Malvern Trupan Standard MDF	5	0	0	EA

# Locating Orders

Click on the Document to get a PDF of the Order

Or – see the details of the order under Order Details for ID xxxxx

**Documents for ID 212263**

Type	Transaction ID	Documents
Quotation	MAY00212263	 

**Quote Details for ID 212263**

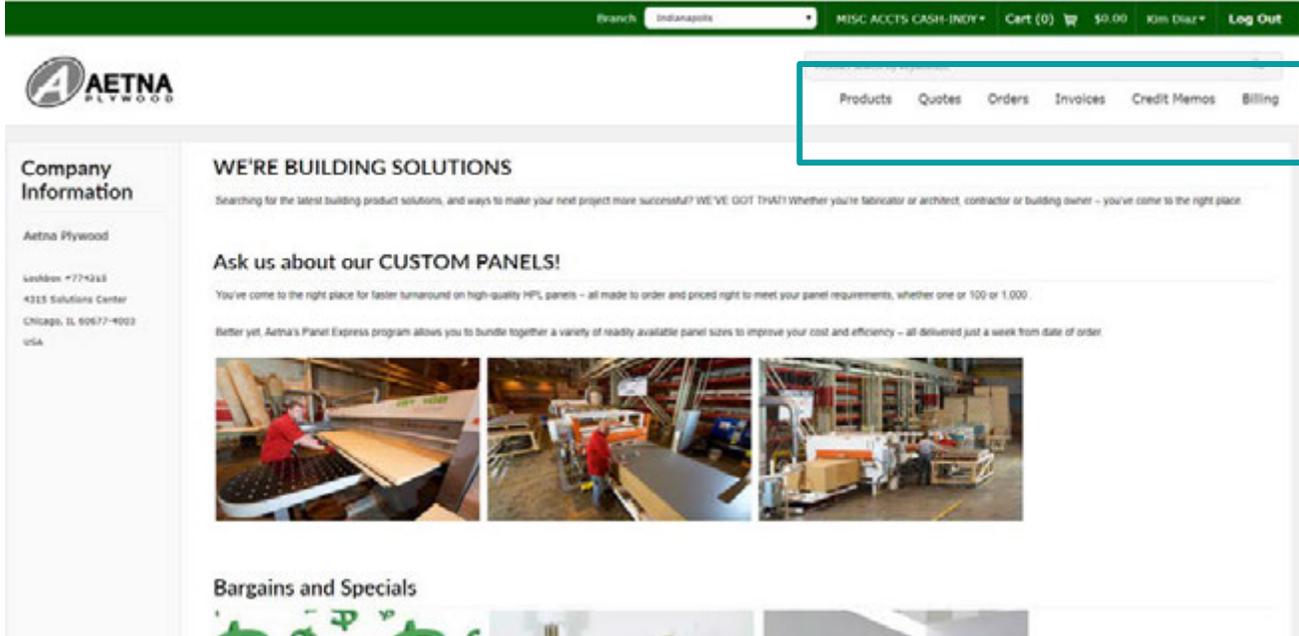
Show  Rows [Select Columns](#)

Item ▲	Size	Description	Quantity	Staged Qty	Qty UOM
HP375X144NoHOLES	144" Length	33 Panel Clip 3/8" w/out Mounting Holes	100	0	EA
HP375X2wHoles	2" Length	33 Panel Clip 3/8" with Mounting Holes	500	0	EA
HP375X72NoHoles	72" Length	33 Panel Clip 3/8" w/out Mounting Holes	100	0	EA

# Locating Invoices

From the Home Page

Click on Invoices



# Locating Invoices



**Search by**

Invoice ID ▼

Equals ▼

**Paid status**

All ▼

**From invoice date**

10/26/2019

**To invoice date**

11/26/2019

**Show results by**

Invoice ▼

Include all ship-tos

**Search**

- Search by Options:**
- Invoice ID
  - PO ID
  - Reference #
  - Item #
  - Job #
  - Original Sales Order ID
  - Original Credit Memo ID
- Paid Status Options:**
- All
  - Open
  - Paid
- Select your invoice date range**
- Show results by Invoice or Item**
- Click on Search**

# Locating Invoices

Click on the plus sign to see detailed information

Show 10 Rows Select Columns

	Invoice ID	Reference #	PO ID	Order Date	Invoice Date	Sale Type Description	Paid Status	Sub
+	MAY00289448-002			11/21/2019	11/22/2019	WAREHOUSE - LAMINATE MAYWOOD ONLY	Open	
+	MAY00289341-001		19367 ADD	11/20/2019	11/21/2019	WAREHOUSE - LAMINATE MAYWOOD ONLY	Open	
+	MAY00289218-001		19367	11/20/2019	11/25/2019	WAREHOUSE - LAMINATE MAYWOOD ONLY	Open	
-	MAY00289043-001		19366	11/20/2019	11/20/2019	WILL CALL	Open	

Documents for ID 289043

Click on the Document to get a PDF of the Invoice  
 Or – see the details of the invoice under Invoice Details for ID xxxxx

Documents for ID 289043

Type	Transaction ID	Documents
Invoice	MAY00289043-001	

Invoice Details for ID 289043

Show All Rows Select Columns

Item	Size	Description	Ordered Qty	Shipped Qty	Qty UOM
D9160350	60"X144"	WA HPL 350 D91-60 Slate Grey	1	1	EA

# Locating Credit Memos

## From the Home Page

## Click on Credit Memos

The screenshot shows the Aetna Plywood website home page. At the top, there is a green navigation bar with the following items: "Branch" (set to "Indianapolis"), "MISC ACCTS CASH-INDY\*", "Cart (0)", "\$0.00", "Kim Diaz", and "Log Out". Below this is the Aetna Plywood logo on the left and a search bar on the right. The search bar is highlighted with a red box, and a dropdown menu is visible below it with the following options: "Products", "Quotes", "Orders", "Invoices", "Credit Memos", and "Billing". The "Credit Memos" option is highlighted in blue. Below the navigation bar, the main content area features a "Company Information" sidebar on the left and a main section titled "WE'RE BUILDING SOLUTIONS". The main section includes a sub-heading "Ask us about our CUSTOM PANELS!" and three images showing the manufacturing process of plywood panels. Below this is a "Bargains and Specials" section with a partially visible image.

# Locating Credit Memos

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**Search by**

Credit Memo ID ▼

Equals ▼

**Status**

All ▼

**From order date**

10/26/2019

**To order date**

11/26/2019

**Show results by**

Credit Memo ▼

Include all ship-tos

My credit memos only

**Search**

**Search by Options:**

Credit Memo ID  
Reference #  
Item #  
PO ID  
Job #  
Original Invoice #

**Status Options:**

All  
Open  
Closed  
RMA

**Select your order date range**

**Show results by Credit or Item**

**Click on Search**

# Locating Credit Memos

Click on the plus sign to see detailed information

## Credit Memos from 01/01/2019 to 11/26/2019

Show 10 Rows Select Columns

	Credit Memo ID	Reference #	PO ID	Order Date	Sale Type Description	Status	Sub Total
+	278992		SP19256	10/15/2019	WAREHOUSE - LAMINATE MAYWOOD ONLY	Invoiced	-420.00
+	277616		JU19234	10/10/2019	WAREHOUSE - LAMINATE MAYWOOD ONLY	Invoiced	-81.60
-	267238		vbl mike	09/05/2019	WILL CALL	Invoiced	0.00

Click on the Document to get a PDF of the Credit Memo

Or – see the details of the credit memo under Credit Memo Details for ID xxxxx

244681 FAM4877 06/17/2019 WAREHOUSE - LAMINATE MAYWOOD ONLY Invoiced -307.20

### Documents for ID 244681

Type	Transaction ID	Documents
Credit Memo Invoice	MAY00244681-001	

### Credit Memo Details for ID 244681

Show All Rows Select Columns

Item	Size	Description	Quantity	Qty UOM	Price	Price UOM
487738335		WA HPL 335 4877-38 Grey Mesh	-6	EA	1.60	SF

# Locating Statements

## From the Home Page

### Click on Billing

The screenshot shows the Aetna Plywood website home page. At the top, there is a green navigation bar with the following items: "branch INDIANAPOLIS", "MISC ACCTS CASH INDEBT", "Cart (0)", "\$0.00", "Kim Diaz", and "Log Out". Below this is the Aetna Plywood logo. To the right of the logo is a search bar with the text "Product search by keyword(s)" and a magnifying glass icon. Below the search bar is a horizontal navigation menu with the following links: "Products", "Quotes", "Orders", "Invoices", "Credit Memos", and "Billing". The "Billing" link is highlighted with a red rectangular box. On the left side of the page, there is a "Company Information" sidebar with the following text: "Aetna Plywood", "Lockbox #774315", "4315 Solutions Center", "Chicago, IL 60677-4003", and "USA". The main content area has the heading "WE'RE BUILDING SOLUTIONS" and a sub-heading "Ask us about our CUSTOM PANELS!". Below this is a section titled "Bargains and Specials" with a decorative graphic.

# Locating Statements

## Account Summary

	Amount	Count
Current	2,913.29	4
31-60 Days	0.00	0
61-90 Days	50.00	1
91-120 Days	0.00	0
Over 120 Days	-21.48	1
All	2,941.81	6

## Account Detail: All

Invoice ID	PO ID	Job #	Invoice Date	Due Date	Ship-to Seq #	Ship-to Name	Ship-to Address	Aging	Original Amt	Unpaid Balance	Available Discount Amt	Balance Due
AD-000000004			9/24/2019	9/24/2019	1	MISC ACCTS CASH	4250 OTTER LAKE ROAD	61-90 Days	50.00	50.00	0.00	50.00
AD-000000005			10/28/2019	10/28/2019	1	MISC ACCTS CASH	4250 OTTER LAKE ROAD	Current	2,681.15	2,681.15	0.00	2,681.15

Account Summary – Details of open invoices by age

Account Detail – List of all invoices currently open on the account

# Making a Payment on Account

## From the Home Page

## Click on Billing

**AETNA PLYWOOD**

Product search by keyword(s)

[Products](#) [Quotes](#) [Orders](#) [Invoices](#) [Credit Memos](#) [Billing](#)

### Company Information

Aetna Plywood

Lockbox #774315  
4315 Solutions Center  
Chicago, IL 60677-4003  
USA

### WE'RE BUILDING SOLUTIONS

Searching for the latest building product solutions, and ways to make your next project more successful? WE'VE GOT THAT! Whether you're fabricator or architect, contractor or building owner – you've come to the right place.

### Ask us about our CUSTOM PANELS!

You've come to the right place for faster turnaround on high-quality HPL panels – all made to order and priced right to meet your panel requirements, whether one or 100 or 1,000.

Better yet, Aetna's Panel Express program allows you to bundle together a variety of readily available panel sizes to improve your cost and efficiency – all delivered just a week from date of order.



# Making a Payment on Account

The Account Summary and the Account Detail will populate

## Account Summary

	Amount	Count
Current	5,184.32	1
31-60 Days	4,369.68	1
61-90 Days	0.00	0
91-120 Days	0.00	0
Over 120 Days	0.00	0
All	9,554.00	2

## Account Detail: All

Invoice ID	PO ID	Job #	Invoice Date	Due Date	Ship to Seq #	Ship to Name	Ship to Address	Aging	Original Amt	Unpaid Balance	Available Discount Amt	Balance Due	Amount to Pay
AD-000000007			11/13/2019	11/13/2019	1	HSEC CASH SALE-MAYWD		31-60 Days	4,369.68	4,369.68	0.00	4,369.68	0.00
AD-000000008			12/3/2019	12/3/2019	1	HSEC CASH		Current	5,184.32	5,184.32	0.00	5,184.32	0.00

All card payments are posted to your account upon approval. Contact our office for further assistance or to cancel a payment. Confidential information is transmitted using https protocol. Use the personal information you provide only to safely process your online payments.

\$0.00

Apply Credits

Payment on Account

Pay Via Credit Card

You can make a blanket payment on the account or pay specific invoices.

To make a blanket payment on account, click on Payment on Account

## Account Summary

	Amount	Count
Current	5,184.32	1
31-60 Days	4,369.68	1
61-90 Days	0.00	0
91-120 Days	0.00	0
Over 120 Days	0.00	0
All	9,554.00	2

## Account Detail: All

Invoice ID	PO ID	Job #	Invoice Date	Due Date	Ship to Seq #	Ship to Name	Ship to Address	Aging	Original Amt	Unpaid Balance	Available Discount Amt	Balance Due	Amount to Pay
AD-000000007			11/13/2019	11/13/2019	1	HSEC CASH SALE-MAYWD		31-60 Days	4,369.68	4,369.68	0.00	4,369.68	0.00
AD-000000008			12/3/2019	12/3/2019	1	HSEC CASH		Current	5,184.32	5,184.32	0.00	5,184.32	0.00

All card payments are posted to your account upon approval. Contact our office for further assistance or to cancel a payment. Confidential information is transmitted using https protocol. Use the personal information you provide only to safely process your online payments.

\$0.00

Apply Credits

Payment on Account

Pay Via Credit Card

# Making a Payment on Account

Enter the cash amount to pay and click on Pay Via Credit Card or Pay ACH (ACH must be set up previously by our credit department)

The screenshot shows a web form titled "Payment on Account". At the top, it says "Enter amount to be applied as cash on account:". Below this is a text input field with a dollar sign (\$) to its left. At the bottom of the form, there are two buttons: "Cancel" and "Pay Via Credit Card".

When paying with Credit Card, the following box will pop up. Enter required information and 'process transaction'

The screenshot shows a pop-up form titled "Credit Card Payment". It has two main sections: "Card Information" and "Transaction Information". The "Card Information" section includes fields for "Card Number", "Expiration" (with "Month" and "Year" dropdowns), and "CVV". A red asterisk and the text "\* Denotes a required field" are visible. The "Transaction Information" section shows "Amount: 0000.00". At the bottom, there is a "PROCESS TRANSACTION" button, a "Cancel Transaction" link, and a "Close" button.

# Making a Payment on Account

When paying via ACH, change How you would like to pay to Bank Account. Click on Pay Via Bank Account at the bottom.

**How would you like to pay?**  
 Credit card  Bank account

**Account Summary**

	Amount	Count
Current	4,820.70	13
31-60 Days	0.00	0
61-90 Days	0.00	0
91-120 Days	0.00	0
Over 120 Days	4,148.50	2
<b>All</b>	<b>8,969.20</b>	<b>15</b>

**Account Detail: All**

Available: \$0.00

Apply Credits

To pay specific invoices, you can either pay an invoice entirely or a specific amount toward an invoice.

Click on the box to the left of the invoice ID to choose it. If you do nothing else, you will pay the entire invoice. Or if you want to pay part of the invoice, change the amount to pay under 'Amount to Pay'

As you choose what to pay, a running total of your payment is down at the bottom of the screen.

At that time, if you have any credits on your account, you can also apply those.

**Account Detail: All**

Invoice ID	PO ID	Job #	Invoice Date	Due Date	Ship-to Seq #	Ship-to Name	Ship-to Address	Aging	Original Amt	Unpaid Balance	Available Discount Amt	Balance Due	Amount to Pay
<input checked="" type="checkbox"/> AD-000000007			11/13/2019	11/13/2019	1	MISC CASH SALE-MAYWD		31-60 Days	4,369.68	4,369.68	0.00	4,369.68	4,369.68
<input checked="" type="checkbox"/> AD-000000008			12/3/2019	12/3/2019	1	MISC CASH SALE-MAYWD		Current	5,184.32	5,184.32	0.00	5,184.32	5,184.32

# Making a Payment on Account

Account Detail: All

Invoice ID	PO ID	Job #	Invoice Date	Due Date	Ship to Seq #	Ship to Name	Ship to Address	Aging	Original Amt	Unpaid Balance	Available Discount Amt	Balance Due	Amount to Pay
<input checked="" type="checkbox"/> AD-00000007			11/13/2019	11/13/2019	1	MISC CASH SALE- MAYWD		31-60 Days	4,369.68	4,369.68	0.00	4,369.68	4,369.68
<input checked="" type="checkbox"/> AD-00000008			12/3/2019	12/3/2019	1	MISC CASH SALE- MAYWD		Current	5,184.32	5,184.32	0.00	5,184.32	2,000.00

All card payments are posted to your account upon approval. Contact our office for further assistance or to cancel a payment.  
 Confidential information is transmitted using secure internet.  
 Use the personal information you provide only to make payments.

\$6,369.68
Apply Credits
Payment on Account
Pay Via Credit Card

Pay via Credit Card or ACH if previously set up by our credit department.

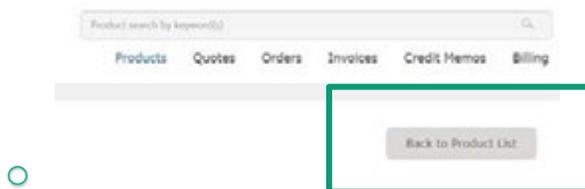
# Frequently Asked Questions

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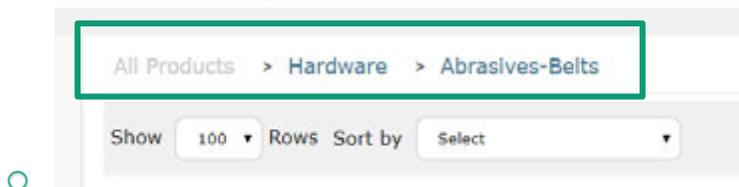
- How do I return to the home page?
  - From any window inside of Partnerview, to get back to the home page click on the Aetna logo in the top left corner.



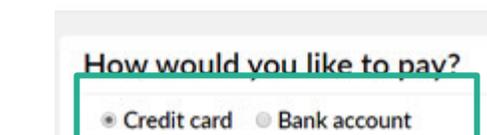
- How do I return to my search results?
  - Click on 'Back to Product List'



- How do I back up in a product search?
  - Click on the previous search



- How do I set up to pay with my checking account?
  - Fill out the 'Draft Authorization Form'
  - Email to [credit@aetnaplywood.com](mailto:credit@aetnaplywood.com) or fax to 708.343.1101
  - Once approved, under the billing tab you will see an option to pay via Bank Account or Credit Card



- If you have questions, call 708.343.1515 x 262