



## DOT Supplier Portal

This document covers the functionality included in the DOT Supplier Portal; A/P, Customer Deduction, and MAR Invoice searching, drill down capabilities, exporting results to an Excel file, and viewing back-up documentation. There is also a section to help navigate the site which includes tips and tricks on using the Supplier Portal.

This document is broken down into three main sections:

### 1. **Accounts Payable (A/P)**

In this section, the supplier is able to view the status of their invoices billed to Dot Foods, Inc. The supplier is able to search by their Invoice Number, the Dot PO Number, an Invoice Date Range, or Invoice Amount.

### 2. **Customer Deduction**

Use the Customer Deduction section to search for invoices Dot has billed the supplier for deductions they have received from a customer's payment (relating to the supplier).

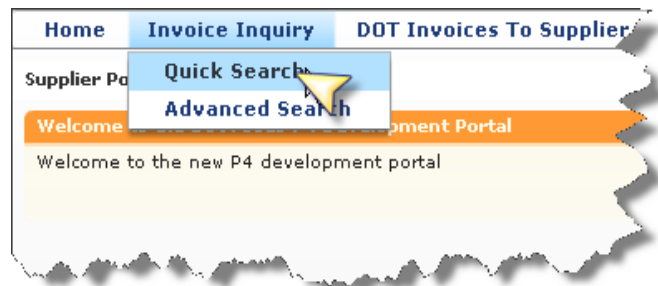
### 3. **MAR Invoices**

The MAR Invoice section will be used when searching for invoices Dot has billed to the supplier relating to Special Pricing (off invoice to the Dot Customer), Hidden Damages, Fuel Surcharges, Samples, Promotions (off invoice to the Dot Customer), Marketing Services, Bad Product, Product Returned to the Supplier, etc.

## A/P Quick Search

Use the Quick Search page to find supplier invoices billed to DOT if you are searching via a specific Purchase Order Number, Invoice Number, or Check Number. You can also search for Invoices Paid or Vouchered within the last 7, 15, 30, 45, or 90 days.

1. Click on the Invoice Inquiry Menu Option
2. Then click on the Quick Search sub-menu.



The following search options will be presented:

- Invoices Paid within a Time Period
- Invoices Vouchered within a Time Period
  - A vouchered invoice has been received at DOT, but has not yet been paid.
- Purchase Order Number
- Invoice Number
  - This is a wild card search. Enter the first 3 or more digits of the Invoice Number and all invoices that begin with the search criteria will be returned.
- Check Number

3. Enter the search criteria and click the Go button to begin the search.

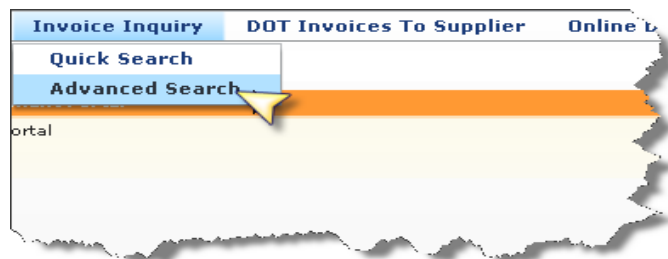
The results page will display.

| Inv Nbr | Inv Date   | PO Nbr | Disc Amt. | Gross Amt    | Voucher Nbr | Pay Amt     | Check Nbr | Pay Date   | Status |
|---------|------------|--------|-----------|--------------|-------------|-------------|-----------|------------|--------|
| 03      | 04/24/2009 |        | \$0.00    | (\$151.25)   | 00          | \$38,233.46 | 931       | 04/29/2009 | Paid   |
| 03:     | 04/27/2009 |        | \$0.00    | (\$5,994.80) | 00          | \$26,395.22 | 931       | 05/01/2009 | Paid   |

## A/P Advanced Search

Use the Advanced Search page to find supplier invoices billed to DOT if you are searching within a date range or dollar amount range.

1. Click on the Invoice Inquiry Menu Option
2. Then click on the Advanced Search sub-menu.



The following search options will be presented:

- Invoice Date Range
  - The date range must occur within the last 365 days
- Invoice Amount Range

The screenshot shows a search form with two sections. The first section is 'Invoice Date Range' with 'From Date:' and 'To Date:' input fields, each with a calendar icon. The second section is 'Invoice Amount Range' with 'From Amount:' and 'To Amount:' input fields. At the bottom right, there are two orange buttons: 'Search' and 'Clear'.

3. Enter the search criteria and click the Search button to begin the search.

This is a close-up of the 'Invoice Amount Range' section from the previous screenshot. The 'From Amount:' field contains the value '1' and the 'To Amount:' field contains the value '900'. The 'Search' and 'Clear' buttons are visible at the bottom.



The results page will display.

Advanced Search | Invoice Detail

| Inv Nbr | Inv Date   | PO Nbr | Disc Amt. | Gross Amt | Voucher Nbr | Pay Amt     | Check Nbr | Pay Date   | Status |  |
|---------|------------|--------|-----------|-----------|-------------|-------------|-----------|------------|--------|--|
| 02      | 05/14/2008 |        | \$0.00    | \$20.40   | 00          | \$20.40     | 87        | 05/16/2008 | Paid   |  |
| 02      | 09/24/2008 |        | \$0.00    | \$450.00  | 00          | \$56,123.36 | 89        | 09/26/2008 | Paid   |  |
| 02      | 09/24/2008 |        | \$0.00    | \$450.00  | 00          | \$56,123.36 | 89        | 09/26/2008 | Paid   |  |



## A/P Search Results

The following fields will be displayed on the A/P Search Results list:

- Invoice Number (Inv Nbr)
- Invoice Date (Inv Date)
- PO Number (PO Nbr)
- Discount Amount (Disc Amt)
  - This field will not display if the Status is "In Process".
- Gross Amount (Gross Amt)
  - This field will not display if the Status is "In Process".
- Voucher Number (Voucher Nbr)
- Payment Amount (Pay Amt)
  - This field will display the amount of the check
- Check Number (Check Nbr)
  - This field will not display if the Status is "In Process".
- Pay Date (Pay Date)
  - This field will not display if the Status is "In Process".
- Status (Status)

| Advanced Search |            | Invoice Detail |           |           |             |             |           |            |        |  |
|-----------------|------------|----------------|-----------|-----------|-------------|-------------|-----------|------------|--------|--|
| Inv Nbr         | Inv Date   | PO Nbr         | Disc Amt. | Gross Amt | Voucher Nbr | Pay Amt     | Check Nbr | Pay Date   | Status |  |
| 02              | 05/14/2008 |                | \$0.00    | \$20.40   | 00          | \$20.40     | 87        | 05/16/2008 | Paid   |  |
| 02              | 09/24/2008 |                | \$0.00    | \$450.00  | 007         | \$56,123.36 | 89        | 09/26/2008 | Paid   |  |

### Drill Down Capabilities

Double-click on either the Invoice Number or Check Number to execute a quick search on that field. The results page will display all matching records.

| Advanced Search |            | Invoice Detail |  |  |
|-----------------|------------|----------------|--|--|
| Inv Nbr         | Inv Date   | PO Nbr         |  |  |
| 0292701         | 05/14/2008 |                |  |  |
| 0292707         | 09/24/2008 |                |  |  |
| 0292709         | 09/24/2008 |                |  |  |
| 0294683         | 10/03/2008 |                |  |  |

### More Information

Click on the More Information icon to choose additional display options.

- View Additional Invoice Details



- View Customer Deduction Backup
- Download MAR Report Data
  - This option will only display if the invoice is a MAR invoice.
- View MAR Invoice Backup
  - This option will only display if the invoice is a MAR invoice.

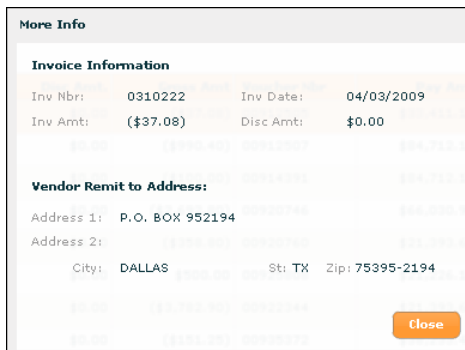


### View Additional Invoice Detail



Click on the View Additional Invoice Details icon to display detailed information for the record.

- Invoice Number (Inv Nbr)
- Invoice Date (Inv Date)
- Invoice Amount (Inv Amt)
- Discount Amount (Disc Amt)
- Vendor Remit to Address



### View Customer Deduction Backup



Click on the View Customer Deduction Backup icon to view a list of images associated with Customer Deductions.

Double-Click on the Item Number to view the image.

| Document Type        | Item Number | Invoice Number | Deduct Amt |
|----------------------|-------------|----------------|------------|
| Deduction Resolution | 5923629SU   | 440427-79      | \$25.55    |
| Mock Invoice         |             | 440427-79      | \$0.00     |



### Download MAR Report Data



Click on the Download MAR Report Data icon to download an excel file containing data backup for MAR Special Pricing and Sample invoices.

The screenshot shows a Microsoft Excel spreadsheet titled 'SpecialPricingReport.aspx [Read-Only]'. The spreadsheet has columns for Division, Division Name, Product Line, Product Line Desc, Supplier Salesman, Customer Number, and Customer Shipto. The data rows show 'DOT FOODS SERVICE FROZEN' with 'READI-BAKE FROZEN' as the product line description, '561' as the supplier salesman, and '54' as the customer number.

| Division | Division Name            | Product Line | Product Line Desc | Supplier Salesman | Customer Number | Customer Shipto |
|----------|--------------------------|--------------|-------------------|-------------------|-----------------|-----------------|
| 2        | DOT FOODS SERVICE FROZEN | 219          | READI-BAKE FROZEN | 561               | 54              | 0               |
| 2        | DOT FOODS SERVICE FROZEN | 219          | READI-BAKE FROZEN | 561               | 54              | 0               |
| 2        | DOT FOODS SERVICE FROZEN | 219          | READI-BAKE FROZEN | 561               | 54              | 0               |
| 2        | DOT FOODS SERVICE FROZEN | 219          | READI-BAKE FROZEN | 561               | 54              | 0               |

### View MAR Invoice Backup



Click on the View MAR Invoice Backup icon to view a list of images associated with MAR invoices.

The screenshot shows a web application interface with a tabbed view. The 'MAR Invoice Results' tab is active, displaying a table with columns for Document Type, Invoice Number, and Order Number. The data row shows 'MAR INVOICE' with an invoice number of '312728'.

| Document Type | Invoice Number | Order Number |
|---------------|----------------|--------------|
| MAR INVOICE   | 312728         |              |

Double-Click on the Invoice Number to view the image.



## Customer Deduction Search

Use the Customer Deduction Search page to find invoices if you are searching via a specific DOT Reference Number, DOT Invoice Number, Document ID, or Check Number. You can also search within an Invoice Date range or Dollar Amount range.

Box 192  
Mt. Sterling, IL 62353  
(217) 773-4411  
Specialists in Sales & Distribution

ACCOUNTS RECEIVABLE

SEE ATTACHED SHEET FOR GENERAL TERMS AND CONDITIONS  
**Dot Invoice #**   **Invoice Date**

| INVOICE   |         |      |
|-----------|---------|------|
| Number    | Date    | Page |
| 367995-10 | 3-18-09 | 1    |

Remit to:  
DotFoods, Inc.  
Accounts Receivable  
PO Box 952042  
St. Louis, MO 63195

| CUSTOMER NUMBER | ORDER NUMBER | TERMS                |
|-----------------|--------------|----------------------|
| 123456          |              | Net due upon receipt |

| DESCRIPTION               | AMOUNT |
|---------------------------|--------|
| DEDUCTIONS FROM CUSTOMERS |        |
| USFS                      | 65.42  |
| DE-123456 / 700988        |        |

**Dot Reference #**   **Amount (not the total)**

1. Click on the DOT Invoices To Supplier Menu Option
2. Then click on the Customer Deduction sub-menu.



The following search options will be presented:

- DOT Reference #
- DOT Invoice #
- Document ID
- Check #
- Invoice Date Range
  - The dates must occur within





- the last 365 days
- Invoice Amount Range

3. Enter the search criteria and click the Go button to begin the search.

DOT Reference #

The results page will display.

| Customer Deductions |             | Deductions by Amount Range |          |                   |            |        |  |
|---------------------|-------------|----------------------------|----------|-------------------|------------|--------|--|
| Ref Nbr             | Dot Inv Nbr | Amt                        | Customer | Name              | Inv Date   | Doc ID |  |
| 59:                 | 4:          | \$25.55                    | 12       | CORE-MARK/PLYMOUT | 04/01/2009 | SAMPLE |  |
| 000085              | 440427-79   | 1,811.00                   |          | GINSBERG INC      | 04/01/2009 | 12742  |  |



## Customer Deductions Search Results

The following fields will be displayed on the Customer Deductions Search Results list:

- Reference Number (Ref Nbr)
- DOT Invoice Number (Dot Inv Nbr)
- Amount (Amt)
- Transfer from Customer (Customer)
- Name (Name)
- Invoice Date (Inv Date)
- Document ID (Doc ID)
- Backup Documents Button

| Ref Nbr | Dot Inv Nbr | Amt        | Customer | Name               | Inv Date   | Doc ID |  |
|---------|-------------|------------|----------|--------------------|------------|--------|--|
| 59      | 44          | \$25.55    | 12       | CORE-MARK/PLYMOUTH | 04/01/2009 | SAMPLE |  |
| DE-     | 44          | \$1,816.00 | 10       | GINSBERG'S INC.    | 04/01/2009 | 11     |  |
| DE-     | 44          | \$41.83    | 51       | ACC DISTRIBUTORS I | 04/01/2009 | VS     |  |

### Drill Down Capabilities

Double-click on the Reference Number or Dot Invoice Number to execute a quick search on that field. The results page will display all matching records.

| Ref Nbr   | Dot Inv Nbr |  |
|-----------|-------------|--|
| 5923629SU | 440427-79   |  |
| DE-377885 | 440427-79   |  |
| DE-377846 | 440427-79   |  |
| DE-378484 | 440427-79   |  |

### Back Up Documents

Click on the Back Up Documents icon to view a list of images associated with Customer Deductions.

| Document Type        | Item Number | Invoice Number | Deduct Amt |
|----------------------|-------------|----------------|------------|
| Deduction Resolution | 5923629SU   | 440427-79      | \$25.55    |
| Mock Invoice         |             | 440427-79      | \$0.00     |

Double-Click on the Item Number to view the image.

- Note: Images will only be available for customer deductions that occurred after 8/14/2008. So if you try to view an image for a deduction that occurred before 8/14/2008, no image will be displayed when the Back Up Documents icon is selected.



## MAR Invoice Search

Use the MAR (Miscellaneous Accounts Receivable) Invoice Search page to find invoices if you are searching via a specific MAR Invoice Number, Check Number, MAR Invoice Type, Invoice Date range or Dollar Amount range.

1. Click on the DOT Invoices To Supplier Menu Option
2. Then click on the MAR Invoices sub-menu.



The following search options will be presented:

- MAR Invoice #
- Check #
- MAR Invoice Type
- Invoice Date Range
  - The dates must occur within the last 365 days
- Invoice Amount Range

The screenshot shows a search form with the following fields and buttons:

- MAR Invoice #:
- Check #:
- MAR Invoice Type:
- Invoice Date Range:   To:
- Amount Range:  To:
- 

3. Enter the search criteria and click the Go button to begin the search.

The screenshot shows a search criteria input field with the text 'Check #' and the value '1234'. To the right of the input field is an orange 'Go' button.

The results page will display.

The screenshot shows a table with the following data:

| MAR Inv Nbr | Inv Date   | Amount       | MAR Type    |                                  |
|-------------|------------|--------------|-------------|----------------------------------|
| 28          | 06/12/2008 | \$100.00     | Pick-Up Pay | <input type="button" value="i"/> |
| 28          | 06/20/2008 | \$150.00     | Pick-Up Pay | <input type="button" value="i"/> |
| 28          | 07/25/2008 | (\$1,250.00) | Pick-Up Pay | <input type="button" value="i"/> |



## MAR Invoice Search Results

The following fields will be displayed on the MAR Invoice Search Results list:

- MAR Invoice Number (MAR Inv Nbr)
- Invoice Date (Inv Date)
- Amount (Amount)
- MAR Type (MAR Type)
- More Info Button

| MAR Inv Nbr | Inv Date   | Amount     | MAR Type        |  |
|-------------|------------|------------|-----------------|--|
| 28          | 06/04/2008 | \$208.28   | Supplier Damage |  |
| 28          | 06/04/2008 | \$161.91   | Supplier Damage |  |
| 28          | 06/04/2008 | \$1,657.12 | Supplier Damage |  |
| 28          | 06/04/2008 | \$310.38   | Supplier Damage |  |
| 284         | 06/04/2008 | \$337.20   | Supplier Damage |  |

### More Information

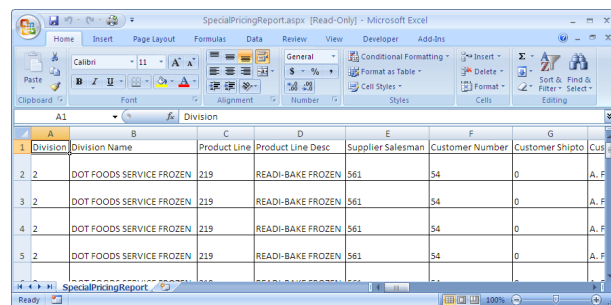
Click on the More Information icon to choose additional display options.

- Download MAR Report Data
- View MAR Invoice Backup



### Download MAR Report Data

Click on the Download MAR Report Data icon to download an excel file containing data backup for MAR Special Pricing and Sample invoices.



### View MAR Invoice Backup

Click on the View MAR Invoice Backup icon to view a list of images associated with MAR invoices.

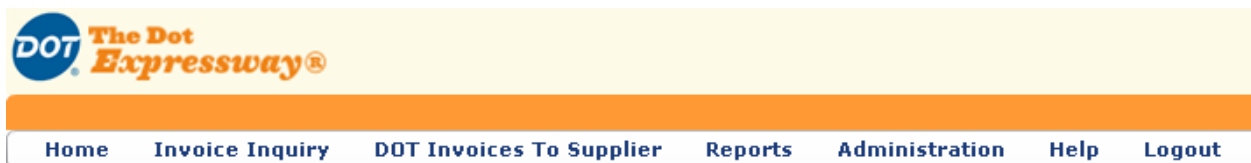


Double-Click on the Invoice Number to view the image.

## Navigation Quick Tips

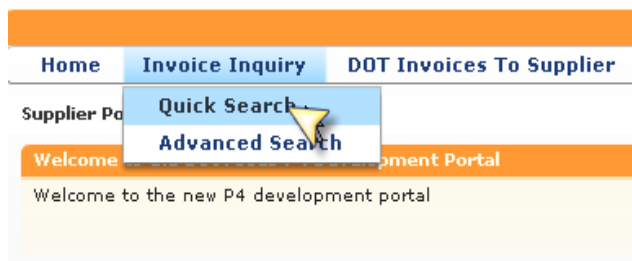
Here are a couple quick tips on how to navigate the DOT Supplier Portal.

**Main Menu:** The Main Menu is the list of options presented at the top of the screen.



### Sub Menus:

Sub Menus appear when you click on a Main Menu Option.



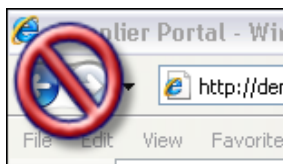
### Menu Navigation Trail :

Click the Navigation Trail to return to previous menu items.



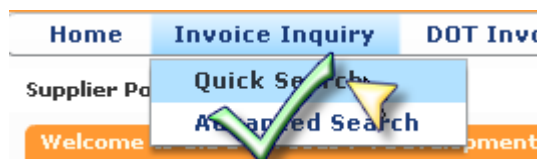
### Do Not:

- Do not use the **Back** button.



### Instead:

- Always use the navigational tools provided on the page: Menus, Sub Menus, and Activity History.



If you use the Back button to you will be logged out of the Supplier Portal and returned to the



DOT Expressway.