

My Account Features

1. Detailed Order History

You can see all of your current and past invoices, cross-referenced by your purchase order number and our invoice or work-order number (if order is still in process).

2. Purchase Order Search

You can find a particular purchase order by using the PO# search block.

3. Color Coded Order History

Your orders are color coded so that you may easily recognize orders throughout the manufacturing process: **Red-** indicates that the order is still in process, **Green-** indicates that the order has been shipped, but not billed, and **Black-** indicates that the order has shipped and invoiced.

4. Print your own invoice

Your Account allows you to print your own invoice once the mats have been shipped from our factory. This process shows you the freight charges and itemizes costing so that you may bill your customers faster and improve your cash turns.

5. Online Order Tracking

- **Shipment tracking summary**

It is easy to track your orders online, by simply clicking on any invoice that is colored black. Once the invoice appears, click on "track order" and you will see a series of tracking numbers for each box shipped.

- **Detailed tracking results**

By clicking on any of these tracking numbers you will find out the delivery date, time, shipping destination, and who signed for the package. If the order has not been delivered, you will see a scheduled delivery date.

6. Rep Group Identification

Your rep group of record is listed in the upper right hand corner as further reminder of services available to you.

7. Online Report Functions

Everyone from Corporate management, Sales management, Accounts Payable, Purchasing agents, to the Distributor rep will want to access this section. This section is one of the most widely used areas of YOUR ACCOUNT, The Delivery Performance reports serve to build confidence, and excitement among the sales team, as they continually witness a matting firm that sets the industries best marks for the fastest, most accurate shipping performance. Accounts Payable will find delight in the Open Invoices and Payment History reports section. Corporate management is able to review reports showing, sales by style and by item.

- **Delivery Performance**

Sales management and reps alike will like this confidence booster, as they can run Delivery Performance Reports for any date range during the year. This report will accurately track our ability to 1) return art proofs to your sales team in a timely fashion, 2) Your closure percentage on art proofs completed year to date, 3) Our average shipping time for Logo mats and 4) Our average shipping time on Non-Logo products for the date range selected. A detailed icon is located just below each of the averaged totals, so that you may look an individual order ship time. By clicking on one of the individual ship time results, it will take you to the invoice for that specific order.

- **Sales by Style & Sales by Item**

Sales by Style allows sales management to view the data for two reasons, the first to see what has been purchased for the given dates across the style ranges, and the second to help them refocus their selling efforts on areas where they are not capturing as much of the market as desired. The sales by item report allows purchasing agents to review the sells by size and color for possible fast turn items that may benefit you to inventory.

- **A/R reporting: Open Invoices**

Open Invoices shows the Accounts payable department and aging of the invoices, by number and amount that have not been paid to date. It is also cross-referenced with your purchase order number for the easiest of tracking.

- **A/R reporting: Payment History**

Payment History allows you to select a given date range, or purchase order number, check number, invoice number, to see the payment details of the information selected.

8. Miscellaneous Selection

- **Distributor Cost Price lists and Suggested Retail Price lists.**
- **Facility Survey Program with forms for conducting a professional facility survey. Including Matting Facts, Matting Types, Matting Traffic Guide, Survey Form, Matting Quotation Form and Matting Survey Form.**
- **Image Library with Hi Res and Low Res pictures of all Andersen mats for use in catalogs, sales sheets and websites**
- **Your Account Features Guide.**

9. Logo Mat Search

- **Search your proofs only**

The Logo mat search area gives you two different search options. The first is to search your proofs, which gives you historical reference of proofs that we have returned to you. This information is valuable to sales managers, purchasing agents, and distributor representatives. Detail in this area gives you the date that the proof was received and created, and the number of days it took to return the proof to you. Waiting for approval shows up in bold for every order that has not been turned into an order. This allows anyone viewing this section to quickly select the selling opportunities for additional follow up. Purchasing agents that receive another order for logo mats made in the past can easily access this information and reorder the logo mat in question online, or reference it for any changes that need to be made for the most recent logo version.

- **Search the entire database**

The second search option allows you to search out entire database of over 225,000 logos that have been sold in the past. We can create a custom web footer that will display your company logo and contact information anytime the footer address is used to reference a search. *Contact your rep today and request that your custom web footer be created.