


The Customer Account System

Once logged into the system, this is the first screen you will see (Contract).
Verify that all of the information is correct.



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Delivery Account Information

Page Instructions: Enter your information in the following fields and then click the submit button.

Account: 204292 **Contract:** 204909 **Route:** 39 **Rep:** Open

Company: Tom Austin Test Account
Delivery 1807 Commerce Road
Address:
Louisville AL 40208
Contact:
Phone:

Delivery Schedule

Day	Frequency	Next Invoice	Request Delivery
Monday	Weekly	02/20/2017	edit
Tuesday	Weekly	02/21/2017	edit
Wednesday	Weekly	02/22/2017	edit
Thursday	Weekly	02/23/2017	edit
Friday	Weekly	02/17/2017	edit

Your message to us (max 255 characters):

[submit](#) [cancel](#)




502-635-1507

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Click on the Account tab. This screen will show your billing information as well as your outstanding balance. Verify that all of the information is correct.



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Billing Account Information

Page Instructions: To fill out the following forms enter your information in all the following fields and then click the submit button.

Account Number: 204292

Balance: 0.00

Account Name: Tom Austin Test Account

Attn: Tom+Austin+Test+Account

E-mail:

Billing Address: 1807 Commerce Road

Louisville AL 40208

Phone:

Fax:

Credit Information

Terms: CHG

Accounts Payable Contact:

Accounts Payable Phone:



From the same Account tab, you will see to the left the “Account Information” link. After clicking on the link you see a summary of your invoices. At the bottom you choose to view Open, Paid or ALL invoices for your account.

The screenshot shows the Universal website's 'Account Information' page. The top navigation bar includes links for home, user profile, about us, contact us, site map, security, and privacy. Below this is a secondary bar with login, contract, account (selected), order, and catalog tabs. The main heading is 'Invoice Summary'. On the left sidebar, there are links for 'Invoice Summary' and 'Account Information', a 'Return To Previous Page' button, and a contact number '502-635-1507'. The main content area displays account details: Account Number (204292), Account Name (Tom Austin Test Account), Attn (Tom+Austin+Test+Account), Billing Address (1807 Commerce Road, Louisville, KY 40208), Balance (0.00), E-mail, Phone, and Fax. Below this is a search section with criteria for Number (selected) or Date, and a search button. There are also radio buttons for 'All Invoices', 'Open Invoices' (selected), and 'Paid Invoices'. A table shows invoice details with columns for Invoice #, Date, Amount, Current, 30, 60, 90, View Invoice, and Pay Invoice. The table has one row with all zeros. Below the table is a 'Payment Method' section with radio buttons for Credit Card and EFT. At the bottom are three buttons: 'pay invoices', 'cancel', and 'invoice summary statement'.

Invoice Summary

Account Number: 204292 Balance: 0.00

Account Name: Tom Austin Test Account

Attn: Tom+Austin+Test+Account E-mail:

Billing Address: 1807 Commerce Road

Louisville, KY 40208

Phone: Fax:

Search criteria: ☒ Number ☐ Date (mm/dd/yyyy) Search

☐ All Invoices ☒ Open Invoices ☐ Paid Invoices

Invoice #	Date	Amount	Current	30	60	90	View Invoice	Pay Invoice
			\$0.00	\$0.00	\$0.00	\$0.00		

Payment Method ☐ Credit Card ☐ EFT

[pay invoices](#) [cancel](#) [invoice summary statement](#)

At the bottom of the screen you will see a list of your invoices and a “View Invoice” button next to each one. Click to view the details of the invoice.

Invoice #	Date	Amount	Current	30	60	90	View Invoice	Pay Invoice
933809	05/22/2006	\$359.37	\$359.37	\$0.00	\$0.00	\$0.00	view invoice	<input type="checkbox"/>
935014	05/24/2006	\$359.37	\$359.37	\$0.00	\$0.00	\$0.00	view invoice	<input type="checkbox"/>
			\$718.74	\$0.00	\$0.00	\$0.00		



Here are the details of your invoice. Note at the bottom of the screen is the "Print Invoice" button. There you can see the invoice with the signature at the bottom. You can print for your records.

Invoice Number: 933809 Date: 05/22/2006 PO Number:

Wearer	Description	Locker	Qty	Amount
	SLATE 3X10		8	\$34.00
	SLATE 3X5		8	\$26.00
	4X6 CUSTOM LOGO		2	\$7.00
	NAPKINS WHITE		500	\$30.00
	REBUILD INV - NAPKINS WHITE		0	\$5.37
	NAPKINS BLACK		100	\$6.50
	REBUILD INV - NAPKINS BLACK		0	\$1.99
	TC WH 52X114		100	\$125.00
	TC WH 52X52		40	\$37.00
	BATH MAT		2	
	BAR TWL RIBBED		300	\$37.50
	REBUILD INV - BAR TWL RIBBED		0	\$2.98
	COUNTER TOWELS		200	\$25.00
	REBUILD INV - COUNTER TOWELS		0	\$1.49
	REGULATORY COMPLIANCE		0	\$5.95
	VARIABLE ENERGY SURCHARGE		0	\$13.59

Pre Tax Invoice Amount: \$359.37

Tax: \$0.00

Invoice Amount: \$359.37

Balance Due: \$359.37

go back

print invoice



If you return to the Contract tab at the top of the screen, you can scroll down and see the “Delivery Schedule” section. Click on the “Edit” buttons to change the details of your deliveries.

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Delivery Account Information

Page Instructions: Enter your information in the following fields and then click the submit button.

Account: 487 Contract: 582 Route: 39 Rep:

Company: Universal Test Account

Delivery: 1803 Commerce Road

Address: Louisville AL 40208

Contact: Robyn Wigginton

Phone:

Delivery Schedule

Day	Frequency	Next Invoice	Request Delivery
Monday	Weekly	05/29/2006 Click to continue	edit
Wednesday	Weekly	05/31/2006	edit
Friday	Weekly	05/26/2006	edit

Your message to us (max 255 characters):



From within the Delivery Schedule screen, you can change the quantity of each item in your order.

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Phone:

Delivery Schedule

Invoice #	Description	Wearer #	Size	Qty	Amt Billed	Del Qty	Amount
936757	SHEET QUEEN FITTED			0	\$0.00	0	\$0.00
936757	R.O.A.R.			0	\$0.00	0	\$0.00
936757	SLATE 3X10			4	\$34.00	4	\$34.00
936757	3X4 RED			0	\$0.00	0	\$0.00
936757	SLATE 3X5			4	\$26.00	4	\$26.00
936757	4X6 CUSTOM LOGO			1	\$7.00	1	\$7.00
936757	NAPKINS WHITE			250	\$30.00	250	\$30.00
936757	NAPKINS BLACK			50	\$6.50	50	\$6.50
936757	TC WH 52X114			50	\$125.00	50	\$125.00
936757	TC WH 52X52			20	\$37.00	20	\$37.00
936757	BATH MAT			1	\$0.00	1	\$0.00
936757	BAR TWL RIBBED			150	\$37.50	150	\$37.50
936757	COUNTER TOWELS			100	\$25.00	100	\$25.00

view catalog

From the same screen, you can click on the "Linen Item Information" link on the left.

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Delivery Request

Page Instructions: Enter your information in the following fields and then click the submit button.

Account: 487
Contract: 582
Route: 39
Rep:

Company: Universal Test Account

Delivery 1803 Commerce Road

Address:

Louisville KY
40208

Contact: Robyn Wigginton

Phone:

Delivery Schedule



From here you can add new product to your delivery by clicking on “Add a New Linen Product” on the left.

Home | Login | Contract | Account | Order | Catalog

Linen Item Information

Contract Number: 582

Company: Universal Test Account
Address: 1803 Commerce Road
Louisville, KY 40208
Contact: Robyn Wigginton

Click to continue

To edit an existing service click the edit button next to the service.

Description	Standard Delivery	Status	Edit
TC WH 52X114	50	Active	edit
3X4 RED	1	Active	edit
R.O.A.R.	10	Active	edit
SHEET QUEEN FITTED	100	Active	edit
BATH MAT	1	Active	edit
NAPKINS WHITE	250	Active	edit
NAPKINS BLACK	50	Active	edit
BAR TWL RIBBED	150	Active	edit
COUNTER TOWELS	100	Active	edit
SLATE 3X10	4	Active	edit
SLATE 3X5	4	Active	edit

Linen Options
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You can click on “Item Description” and select the item you’d like to add to your delivery. Put the quantity of the item in the “standard delivery” box. If you would like this item delivered on a special date, or if there is any other information that may help with the final delivery, please include that in the “Your Message to Us” box. Click Submit when done.

Add a Linen Item

Page Instructions: To fill out the following forms enter your information in all the following fields and then click the submit button.

Item Description: N/A

Standard Delivery:

Your message to us (max 255 characters):

submit

cancel

view
rental catalog

