

# CheckNet

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## Users' Manual



# Table of Contents

## **Chapter 1: Logging In**

Logging In .....	3
Forgot Password .....	4
Remembering Password Using Hint .....	4
Forgot Password Using E-Mail .....	4
Initial Log In - Updating User Profile .....	5

## **Chapter 2: Landing Page**

Landing Page - Main .....	7
Get Started .....	8
Reports (My Order History) .....	8
Announcements and Promotions .....	9
Menu Bar & Shopping Cart .....	9

## **Chapter 3: Account Profile**

Account Profile .....	11
Manage User Profile .....	12
Changing Password .....	13
Update Accounts Payable .....	14
Email Subscription Alerts .....	14
Manage Shipping Address .....	15
Manage Default Billing Address .....	17
Manage 3rd Party Courier Account .....	18

## **Chapter 4: How To Order**

Ordering - Catalog Ordering .....	19
Placing Orders .....	20

## **Chapter 5: Staged Orders**

Ordering - Staged Ordering .....	21
Placing Orders .....	22

## **Chapter 6: Ordering Steps**

Step 1: Shopping Cart .....	23
Accessing Shopping Cart .....	23
Step 2: Shipping .....	25
Shipping Type .....	26
Requested Shipping Date .....	26
Billing Address .....	27
Step 3: Reviewing and Completing Order .....	28

Review Order .....	28
Special Order Instructions .....	28
Terms and Conditions .....	29
Selecting Payment Type .....	29
Placing Order .....	29
<b>Chapter 7: Re-Ordering</b>	
Re-Order Items .....	31
Re-Ordering Items .....	32
<b>Chapter 8: Invoice</b>	
Accessing Invoice Page .....	35
Single Invoice .....	36
Exporting Invoices .....	36
Paying Invoices .....	37
Consolidated Invoices .....	38
Exporting Invoices .....	38
Paying Invoices .....	39
<b>Chapter 9: View Reports</b>	
My Order History .....	41
Accessing My Order History .....	41
Filtering Reports .....	42
Viewing Search Results .....	43
Purchase Order Status .....	43
Accessing Purchase Order Status .....	43
Filtering Status Report .....	44
Viewing Search Results .....	45
Order Status Definition .....	46
Cancelled .....	46
Closed .....	46
Contact CSR .....	46
In Shopping Cart .....	46
Open .....	47
Paid .....	47
Shipped .....	47
UnReleased Orders .....	48

# Chapter 1

## Logging In to the Website

### Logging In

CheckNet<sup>®</sup>  
POWERED BY Checkpoint

English

Login

Password

Login Forgot Password

FAQ Contact Us Upload Order Files New Account Checkpoint Systems

This site contains confidential and proprietary information.  
This information is provided for the benefit of authorized users only.  
Unauthorized access to information on this system may result in criminal and/or civil prosecution.  
All accesses are logged and this information will be used to support any prosecution.

Material contained on this site is Copyright ©2001-2014 Checkpoint Systems, Inc.

Figure 1.1 Log In

To Log In to CheckNet:

1 Go to <https://checknet.checkpt.com/>.

**Note:** Checknet supports the following Web Browsers:

- Internet Explorer (IE) 10 and 11 for Windows 8.
- Internet Explorer (IE) 9, 10, 11 for Windows 7.
- Internet Explorer (IE) 8 for Windows XP
- Chrome for Android and PC
- Safari for Ipad, Iphone and Mac OS

2 Type your “Username and Password.”

3 Click on “Log In” or press “Enter” to continue

CheckNet supports the following languages: English, Chinese (Traditional), Chinese (Simplified), Italian, Korean, Netherlands, Spanish. You may select your preferred language from the dropdown list which can be found above the username, notice that English is selected by Default.

## Forgot Password

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To retrieve forgotten password, the password hint or reset password may be utilized.

### Remembering Password Using Hint

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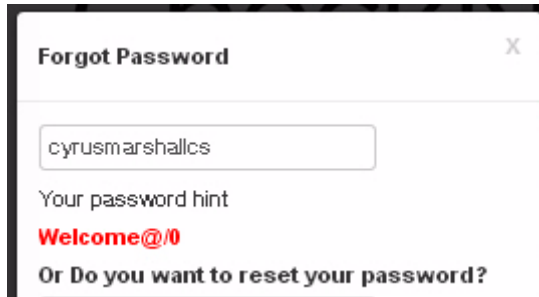


Figure 1.2 Forgot Password - Hint

- 1 Type your "User Name".
- 2 Click on "Forgot Password".

The password hint will be displayed, you can now click on the "x" located on the upper left corner of the window, or just hit enter to go show the log in page.

### Forgot Password Using E-Mail

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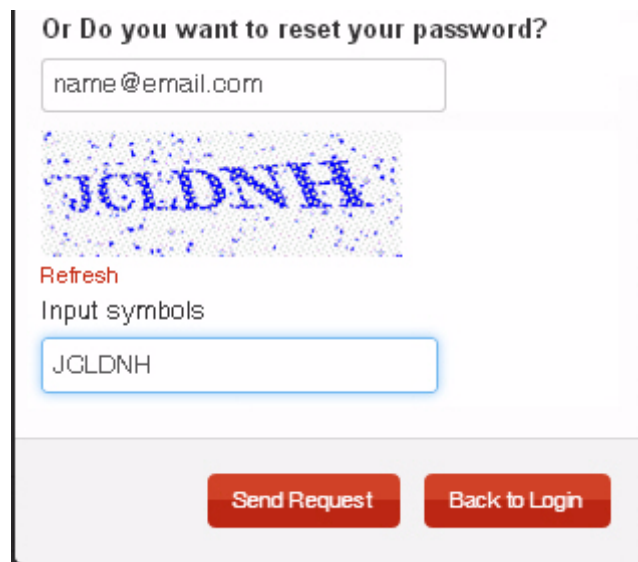


Figure 1.3 Forgot Password - Email

To reset password via E-Mail:

- 1 Provide the E-Mail Address you registered to your account.
- 2 Type the "Captcha" Symbol provided.

3 Click on “Send Request”.

**Note:** If you can't understand the provided “Captcha”, you can click on “Refresh” to have a new one displayed.

**Note:** After Clicking on “Send Request” a new password will be sent to your email address. Use the new password to log on to your account, we recommend changing your password on your first login after resetting.

## Initial Log In - Updating User Profile

Figure 1.4 Initial Log In

On your initial Log In, the User Profile will be initially displayed and will ask you to update some information. Change your password to utilize the website:

- 1 Type your First Name and Last Name.
- 2 Type your “Phone Number”.
- 3 Verify your “E-Mail Address”.
- 4 Type your “Old Password” on Old Password field.

5 Type your “New Password” on New Password field

Please follow the following password rules:

- Password length should be between 6 to 15 characters
- Must contain at least one number
- Must contain at least one special character
- Cannot be the same as user name.
- Cannot be the same as password hint.

6 Confirm password by re-typing new password on the Confirm Password field

Click on “Save”

**Note:** All fields with (\*) are required.

# Chapter 2

## Landing Page

### Landing Page - Main

The landing page is the initial page you will be directed to after a successful log in. It contains several areas: Get Started, Reports tab, Announcements, Promotions Header and Footer links.

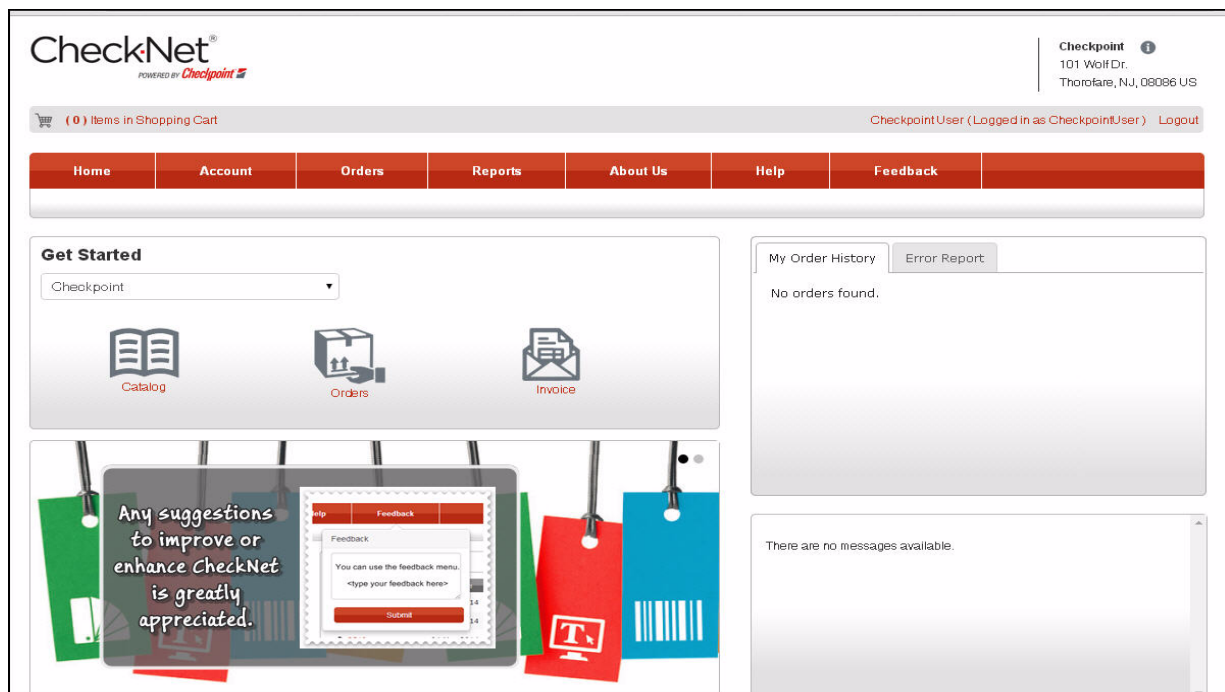


Figure 2.1 Landing Page



# Get Started

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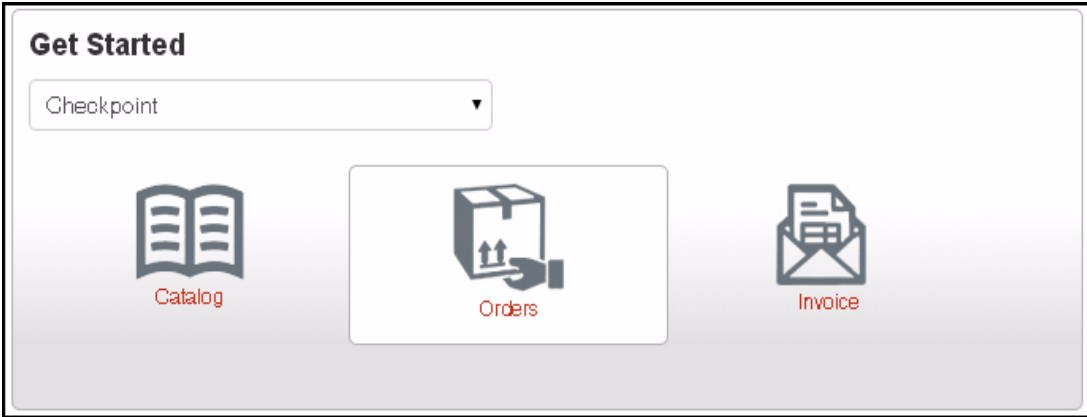


Figure 2.2 Get Started

The “Get Started” section has the “Retailer selection” and the links for the following pages:

- Catalog - for Catalog Ordering (represented by an open book)
- Orders - for Staged Orders (represented by a Box)
- Invoice - for Order Invoices (represented by an Envelope)

# Reports (My Order History)

---

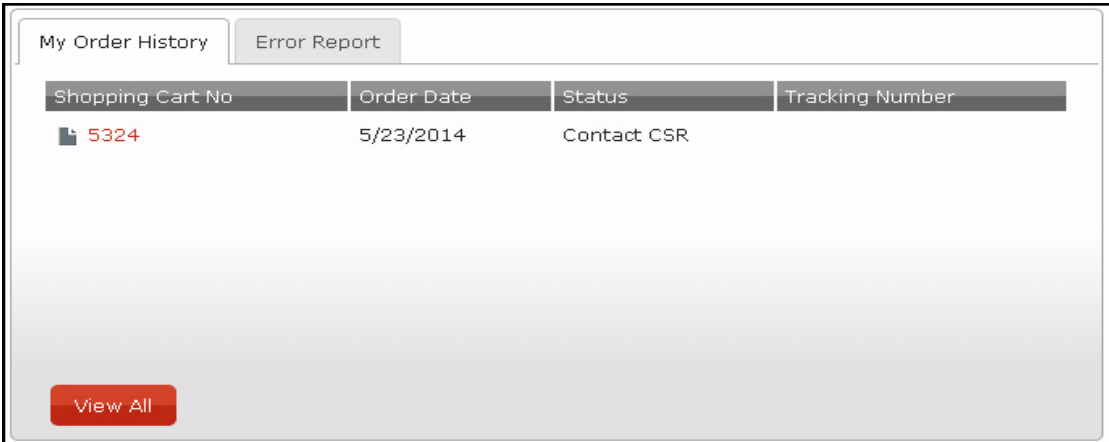


Figure 2.3 My Order History

The reports section contains the latest updates of the reports you are subscribed. The “View All” link will redirect you to the reports page.

## Announcements and Promotions



Figure 2.4 Announcements and Promotions

The Announcements and Promotions are located on the bottom part of the page, the announcements contains important news or announcements such as:

- Printshop Holidays
- Checkpoint Announcements
- Customer Specific Announcements
- Checkpoint Promotions

## Menu Bar & Shopping Cart

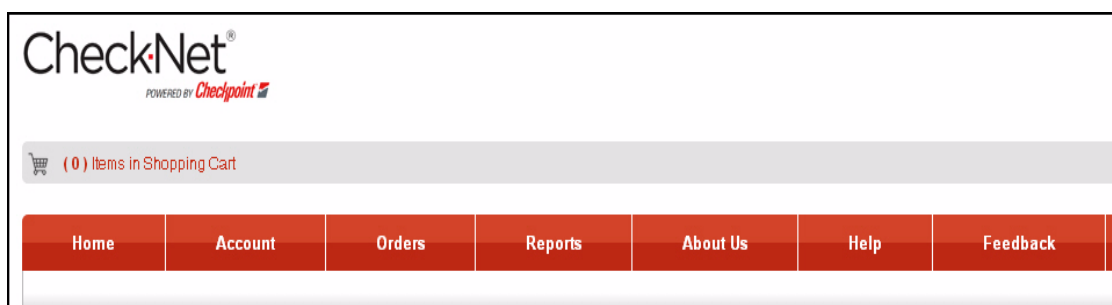


Figure 2.5 Menu Bar and Shopping Cart

The menu bar contains buttons or links that will direct you to several pages within CheckNet.

The Menu Bar is composed of the following:

- Home
- Account
- Orders
- Reports
- About Us
- Help
- Feedback



# Account Profile

## Account Profile

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The account profile allows you to manage user information, shipping address, billing address, accounts payable, and Email subscription alerts.

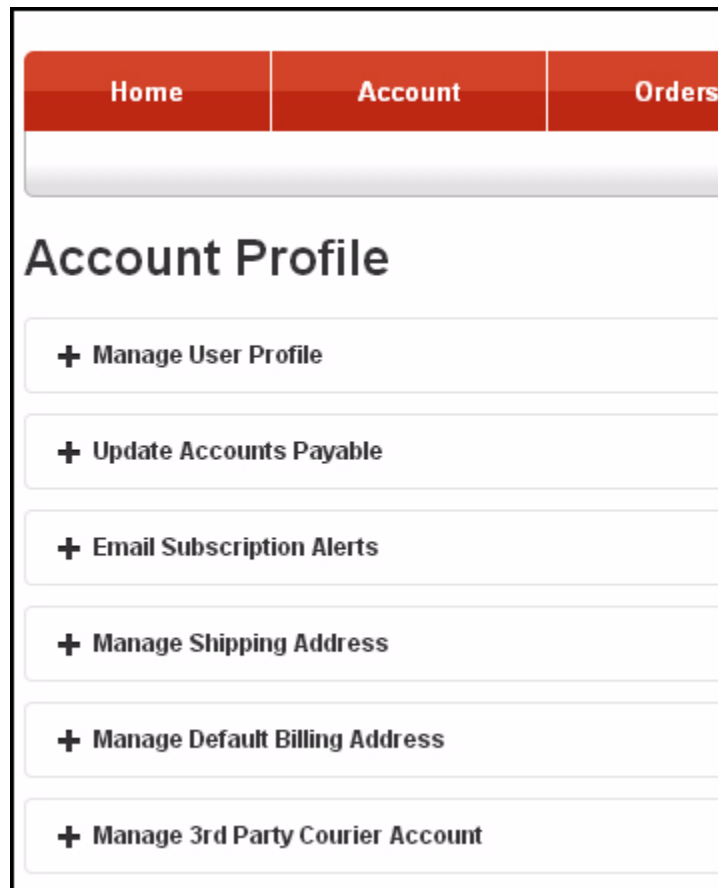


Figure 3.1 Account Profile

## Manage User Profile

---

On this part of the Account Profile, you are allowed or will be able to edit your personal information

<b>Account Profile</b>		
- Manage User Profile		
<b>Display Name:</b> Checkpoint User		
<b>First Name:</b> Checkpoint	<b>Last Name:</b> User	<b>Password Hint:</b> welcome@password
<b>Email Address:</b> checkpt@checkpt.com	<b>Phone:</b> 888-555-55-55	
<input type="button" value="Edit"/>		

Figure 3.2 Manage User Profile

To edit/update your current profile:

- 1 Click on “Edit”, to show the “Manage User Profile Window”
- 2 Fill up required information:
  - Display Name
  - First and Last Name
  - Email Address
  - Phone Number
- 3 After changing/updating information, Click on Save.

**Note:** a valid Email Address is required for you to be able to save your profile.

**Note:** you can also change your password through the “Manage User Profile” window.

**Manage User Profile** [X]

\* **Display Name:**  \* Required Fields

\* **First Name:**  \* **Last Name:**

\* **Phone:**  \* **Email Address:**

**Password Hint:**

Automatically accept Terms and Conditions on all orders ⓘ

Change Password

**Save** **Cancel**

Figure 3.3 Edit User Profile

## Changing Password

- 1 Click on the “Change Password” checkbox to show change password panel.

Change Password

**Old Password:**

**New Password:**

**Confirm Password:**

Figure 3.4 Change Password

- 2 Provide “Old Password”.
- 3 Type your “New Password”, and Re-type password to Confirm.

4 Click on “Save” to Apply Changes.

## Update Accounts Payable

The Update Accounts Payable allows you to edit or change your existing accounting contact information.

<b>Update Accounts Payable</b>		
<b>Title:</b>	<b>Name of Contact:</b>	<b>Email Address:</b>
Accounting	CheckptAcctg	checkptacctg@checkpt.com
<b>Telephone:</b>	<b>Fax:</b>	<b>Tax Exempt:</b>
886-557-5582	888-557-5599	True
<input type="button" value="Edit"/>		

Figure 3.5 Accounts Payable

## Email Subscription Alerts

The Email subscription alerts allows you to manage notifications you will receive. The available notification alerts are the following:

- Order Confirmation
- Shipment Confirmation
- Daily Shipment Summary
- Unreleased Orders
- Order Approval

<b>Email Subscription Alerts</b>	
<b>Email Alert Subscription</b> ⓘ	
<b>Email To:</b>	<b>Email CC:</b>
checkpointuser@checkpt.com	checkpointuser2@checkpt.com
<input type="button" value="Edit"/>	

Figure 3.6 Email Subscription

You can also change the Email Addresses you have previously registered and define a new one. to do so:

- 1 Click on “Edit” to show edit Email Subscription window.
- 2 Provide the new “Email To” and “Email CC”.
- 3 Tick the type of Alerts you want to receive.
- 4 Click on “Save” to complete process and save changes.

**Email Subscription Alerts**

**Email To:**

**Email CC:**

My Order Confirmation

My Shipment Confirmation

Daily Shipment Summary

Unreleased Orders

Order Approval

Send alert as an attached PDF

**Save** **Cancel**

Figure 3.7 Edit Email Subscription Alerts

## Manage Shipping Address

The manage shipping address allows you to manage destination addresses of your orders.

**Manage Shipping Address**

Actions	Address Name	Retailer	Store Number	Contact	Street Address	City	State	ZipCode
<input checked="" type="checkbox"/>		Checkpoint Systems, Inc.	1		101 Wolf Dr.	Thorofare	NJ	08086
<input type="checkbox"/>	Checkpoint Systems, Inc.	Checkpoint Systems, Inc.	2	Checkpoint User	101 Wolf Dr.	THOROFARE	NJ	08086
<input type="checkbox"/>	Sample Shipping Address	Checkpoint Systems, Inc.	4	Checkpoint User	102 Wolf Dr.	THOROFARE	NJ	08086
<input type="checkbox"/>	Shipping Address 2	Checkpoint Systems, Inc.	3	Checkpoint Contact Person	104 Street	THOROFARE	NJ	08086

1 - 4 of 4 items

Figure 3.8 Manage Shipping Address



And to add new a Shipping Address:

- 1 Click on “Add New” to show the new shipping address window.
- 2 Provide all required information, denoted by an asterisk (\*)
  - **Address Nickname** - is an alias you can give to a shipping address that will appear on the Shopping Cart Step 2: Manage Shipping Address, Wherein you’ll have to select a shipping address. It will also help you on remembering the address.
  - **Company Name** - refers to the company that owns the address.
  - **Email Address** - this email address will be used to communicate with shipping contact.
  - **Phone Number** - will be required and will be used as a contact number.
- 3 Click on “Save” to complete process and save address.

The screenshot shows a window titled "Manage Shipping Address" with a close button (x) in the top right corner. The form contains the following fields:

- \* Address Nickname:** Text input with example "Ex. Jane's House".
- \* Company Name:** Text input with example "Ex. TJ Maxx".
- Store Number:** Text input with example "Ex. 1234".
- Contact Person:** Text input with example "Ex. Steve Miller".
- \* Email Address:** Text input with example "Ex. Steve.Miller@band.com".
- \* Phone:** Text input with example "Ex. 555-867-5309".
- Fax:** Text input with example "Ex. 555-867-5308".
- \* Address 1:** Text input with example "Ex. 123 Anywhere Ln.". Below it are three more address input fields: **Address 2:**, **Address 3:**, and **Address 4:**.
- Country:** Dropdown menu with "AFGHANISTAN" selected.
- County/District:** Text input.
- \* City:** Text input with example "Ex. Boston".
- State/Province:** Dropdown menu.
- Zip/Postal Code:** Text input with example "Ex. 12345".

At the bottom right, there are two buttons: a red "Save" button and a grey "Cancel" button.

Figure 3.9 New Shipping Address

**Note:** Click on the “Pencil” icon to “Edit” a Shipping Address.

**Note:** Click on the “Trash Bin” icon to “Delete” a Shipping Address.

## Manage Default Billing Address

Manage Billing Address contains all addresses where the invoices will be sent. To set an address as a Default Billing Address:



**Manage Default Billing Address**

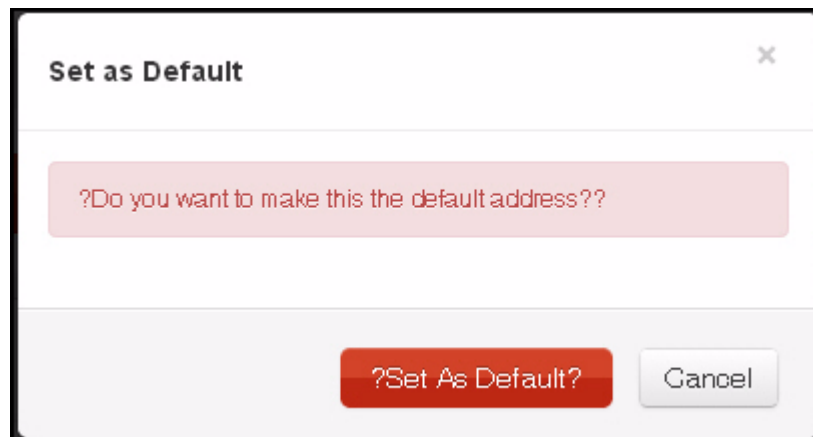
**Billing address**

Checkpoint Systems, Inc.  
1  
101 Wolf Dr.  
Thorofare, NJ, 08086, US

Make Default Address

Figure 3.10 Billing Address

- 1 Click on the “Make Default Billing Address” check box.



**Set as Default** ×

?Do you want to make this the default address??

**?Set As Default?** Cancel

Figure 3.11 Set Default - Confirmation

- 2 Click on “Set as Default” to complete process.

# Manage 3rd Party Courier Account

If you prefer a 3rd party courier, this is the part of the account profile that allows you to manage your 3rd party couriers.

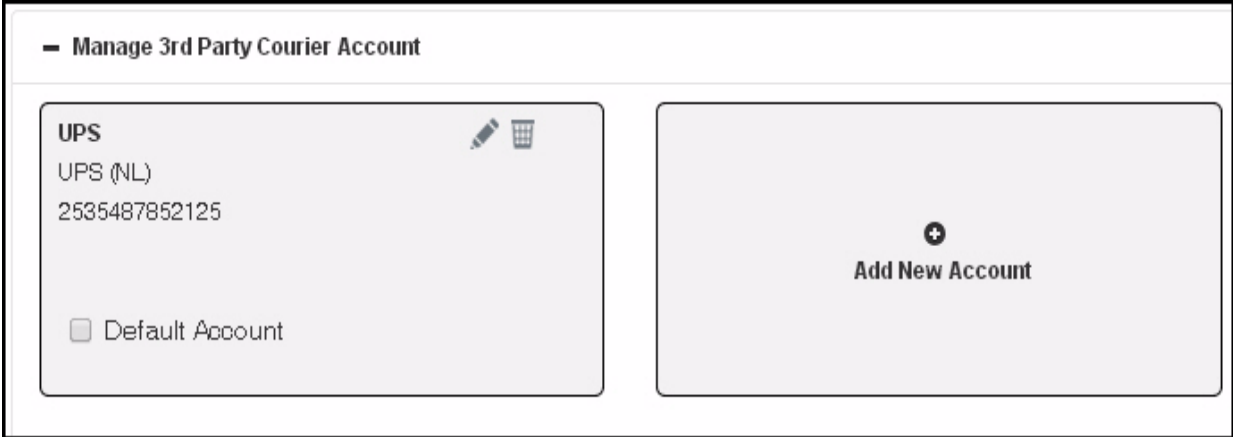


Figure 3.12 Manage 3rd Party Courier Account

To add a new courier:

- 1 Click on "Add New" to show the add courier window.
- 2 Provide all required information.

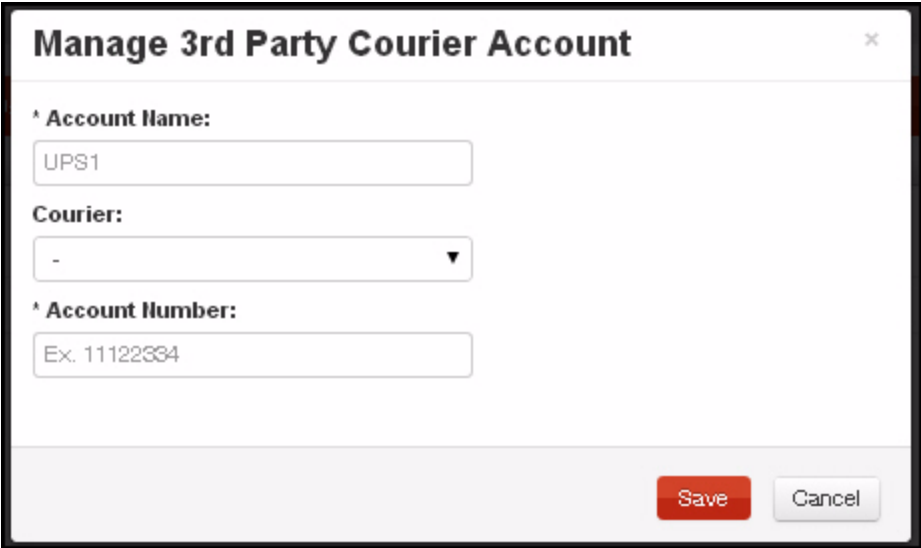


Figure 3.13 New Courier

- 3 Click on "Save" to complete process and "Save" changes.

# Chapter 4

## How to Order

### Ordering - Catalog Ordering

In catalog ordering, all items are shown in a catalog type list wherein a picture or a thumbnail of the item is displayed together with the item details. To Access Catalog Ordering:

- 1 Click on Catalog (Represented by an Open Book).

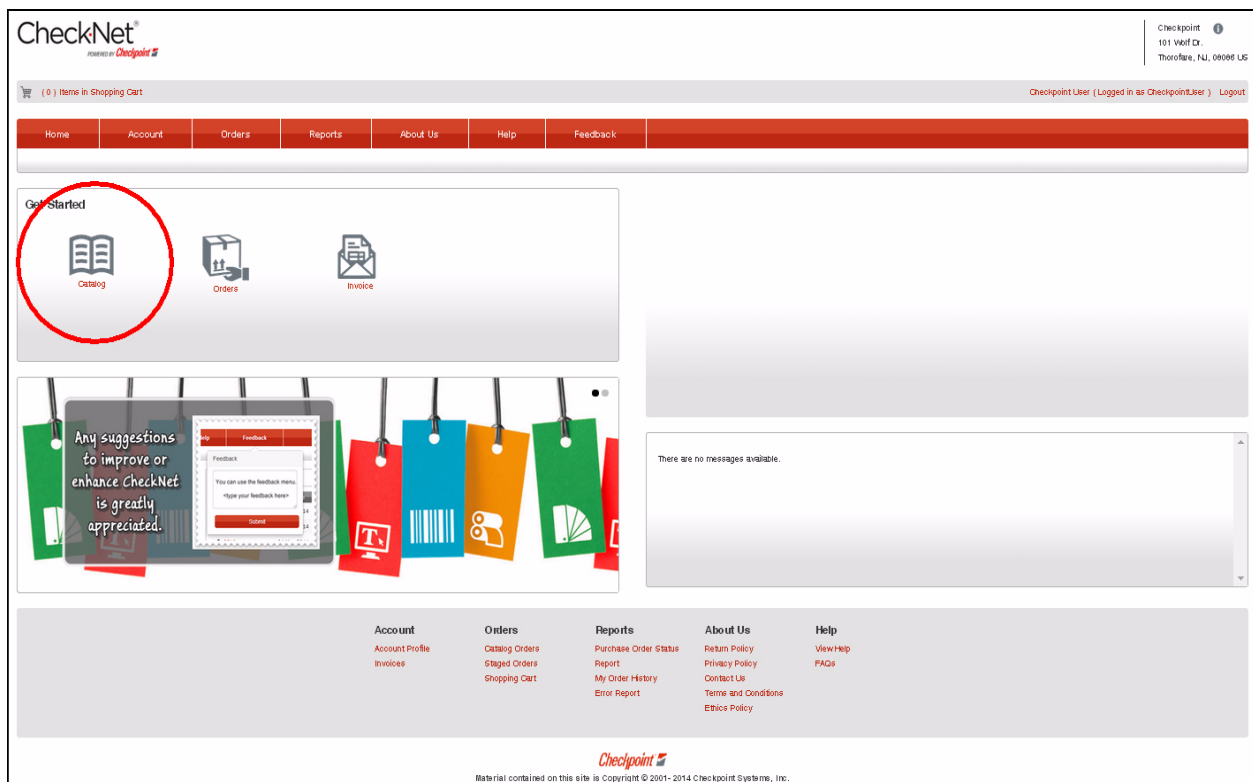


Figure 4.1 Landing Page

After clicking on catalog, you will be directed to the Order from Catalog page, wherein thumbnails of the items will be listed.

# Placing Orders

To place an order through Catalog Ordering.

- 1 Provide a quantity on the box provided on the lower right corner of the item.
- 2 Click on “Add to Cart”

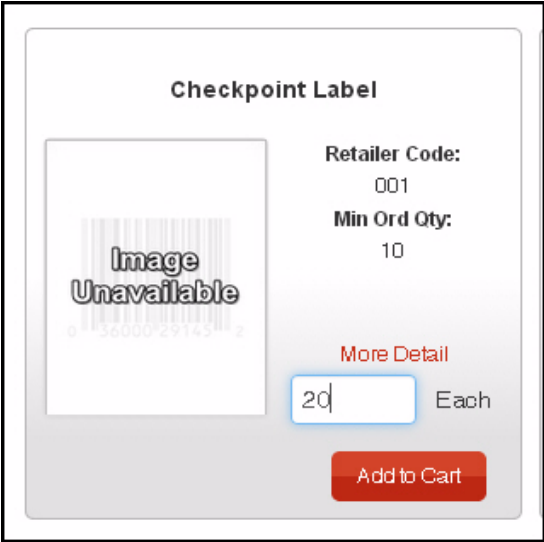


Figure 4.2 Catalog Item

The Catalog Ordering is equipped with a search filter options wherein you can filter your search using the Item Code or Description. Search Results will be displayed just below the search options.

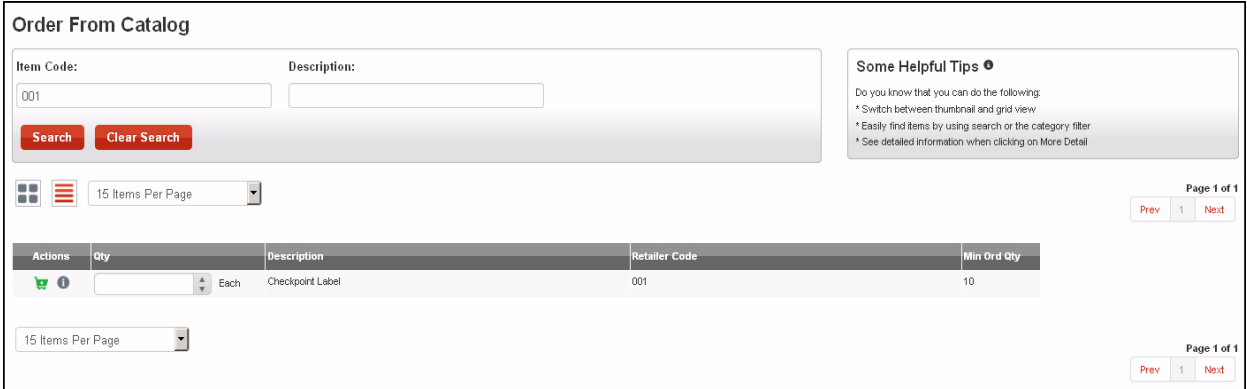


Figure 4.3 Order From Catalog - Search Filter

And to proceed with the Ordering Process, you need to access your “Shopping Cart” (see Chapter 6)

# Staged Orders

## Ordering - Staged Ordering

In staged ordering, the previous orders will be listed together with the pre-defined order details.

- 1 Click on Orders (Represented by a Box)

The screenshot shows the CheckNet landing page. At the top, there is a navigation bar with links: Home, Account, Orders, Reports, About Us, Help, and Feedback. Below this is a 'Get Started' section with three icons: Catalog, Orders (circled in red), and Invoice. To the right, there is a 'My Order History' section with a table showing two orders. Below the table is a 'View All' button. At the bottom, there is a banner for 'Thank you for participating in CheckNet Redesign Pilot Program.' and a maintenance schedule notice for Checkpoint Systems, Inc.

Shopping Cart No	Order Date	Status	Tracking Number
5345	5/28/2014	Unreleased Orders	
5324	5/23/2014	Unreleased Orders	

Figure 5.1 Landing Page

After clicking on Orders, you will be directed to the Staged Order page, wherein previous staged orders will be listed.

# Placing Orders

To place an order through Staged Orders:

- 1 Select a staged order from the list, by clicking the check box between the Actions and Quantity Column.
- 2 Click Add To Cart button to add selected items, or via the row icon to add specific orders.

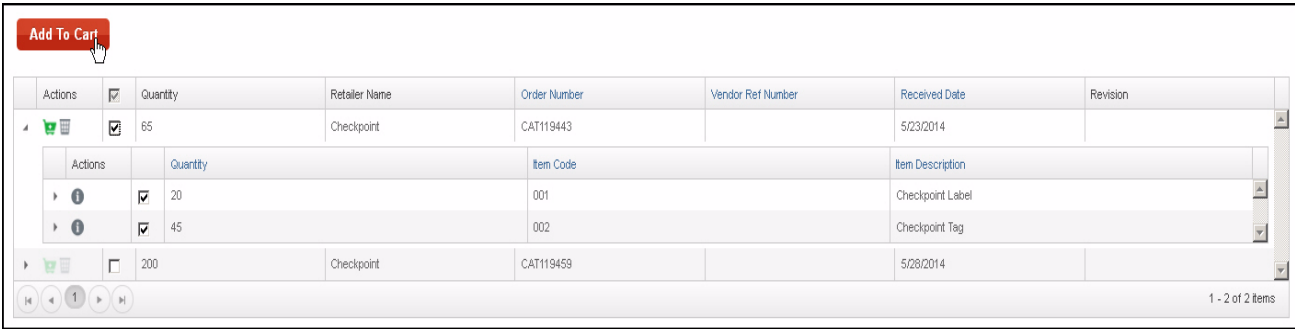


Figure 5.2 Staged Orders - Order List

The stage order page is equipped with a search filter. You can filter your search by Order Type, Vendor, Order Number or Vendor Reference Number.

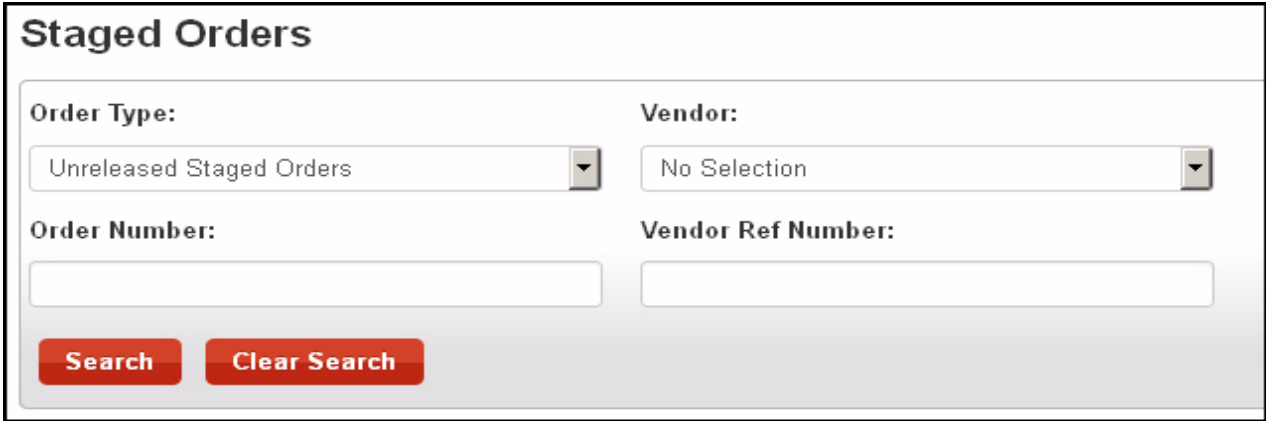


Figure 5.3 Staged Orders - Search Filter

And to proceed with the Ordering Process, you need to access your “Shopping Cart” (see Chapter 6)

## Step 1: Shopping Cart

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### Accessing Shopping Cart

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The shopping cart can be accessed in several different ways; you can access the shopping cart from the header. The shopping cart link is located on the upper left corner of page.

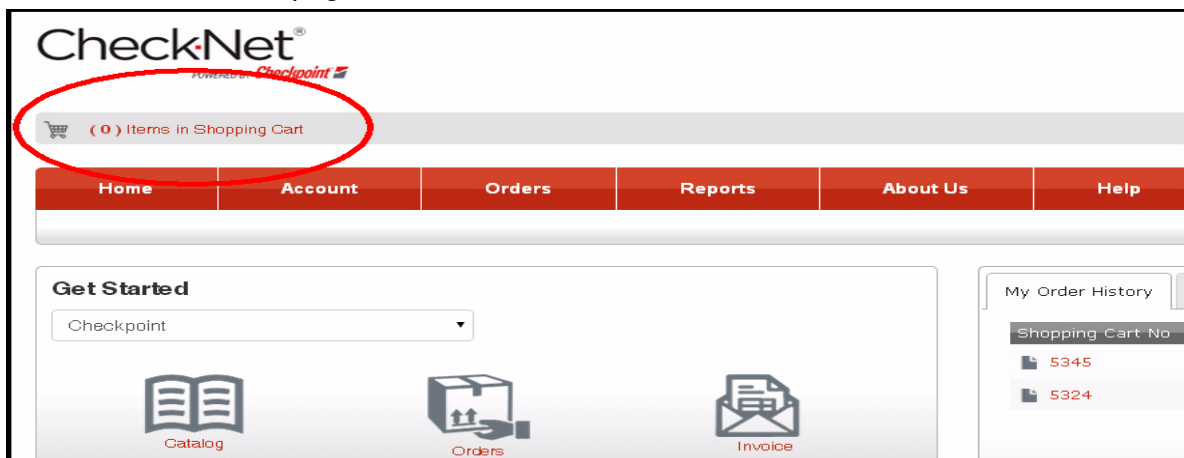


Figure 6.1 Shopping Cart - Header

The Shopping cart can be also accessed through the **Menu** bar under the **Orders Menu**.



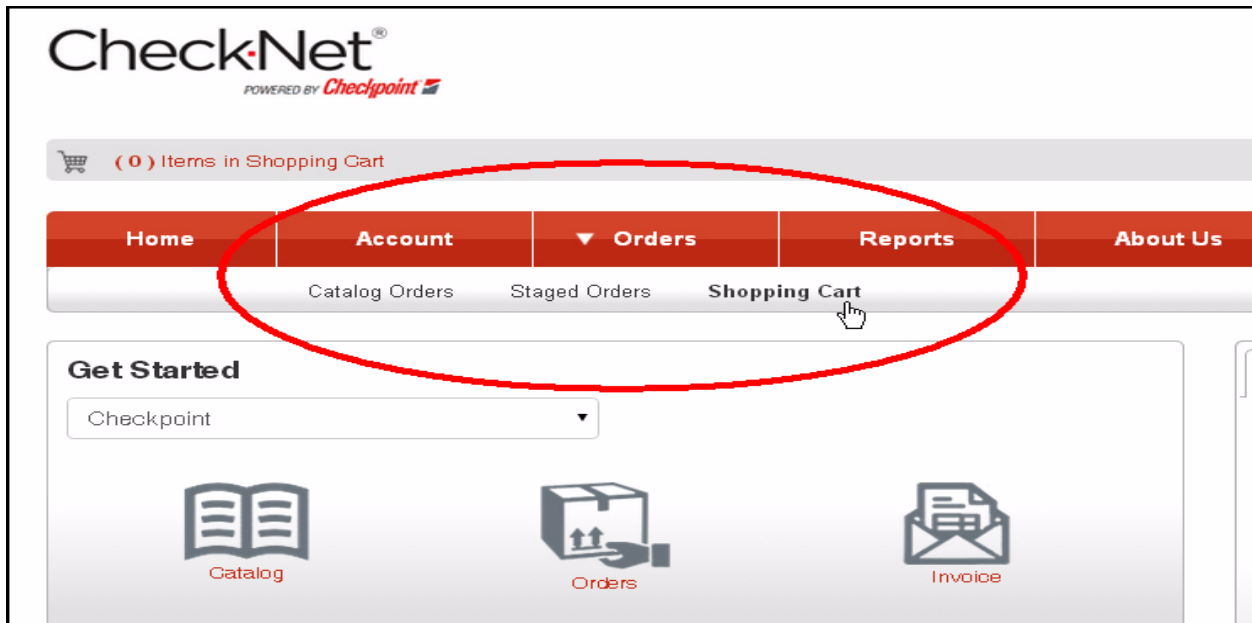


Figure 6.2 Shopping Cart - Menu Bar

And lastly, the shopping cart can be also accessed through the page footer.



Figure 6.3 Shopping Cart - Footer

The list of the items added from the catalog will be displayed. To proceed with your orders Click on Continue button.

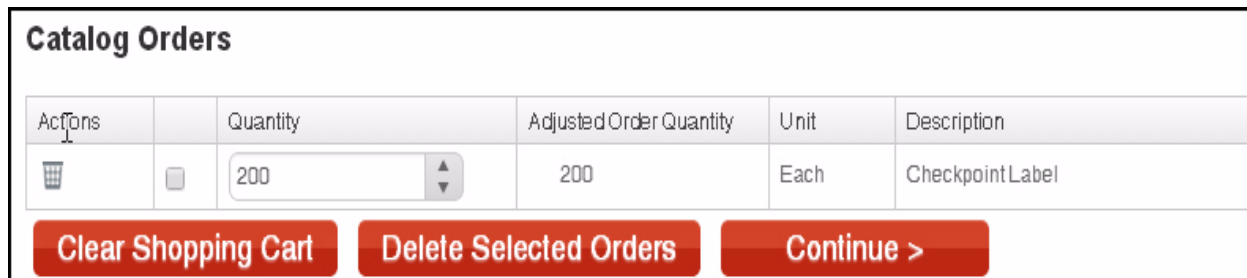


Figure 6.4 Shopping Cart

## Step 2: Shipping

On Manage Shipping Addresses, a list of all shipping address will be shown.

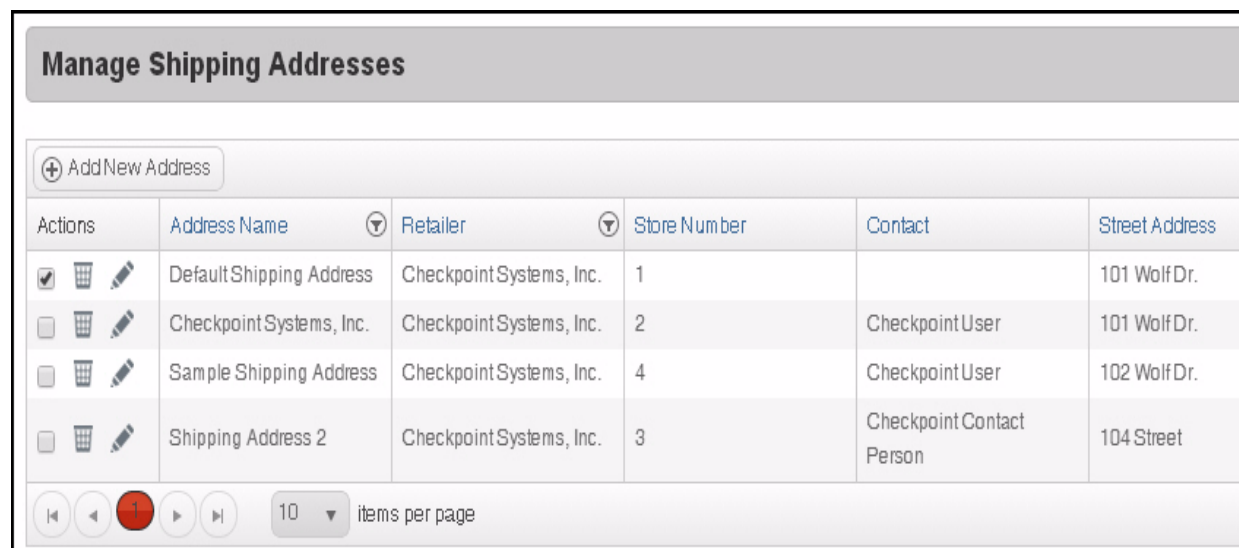


Figure 6.5 Shipping Address

- 1 Under the “Actions” column, click on the check box to select address. If you are ordering a catalog order, the default address is automatically selected but you still have an option to select a different address necessary.

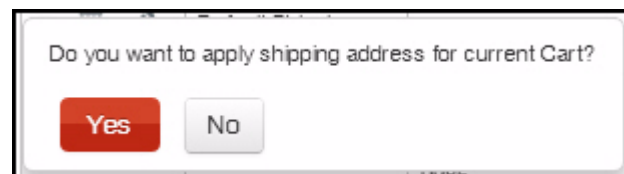


Figure 6.6 Shipping Address - Confirmation

- 2 A confirmation window will appear, click on “Yes” to continue or “No” to select a different address.

# Shipping Type

After selecting a "Shipping Address", you can now proceed with selecting the Type of Shipping to be done.

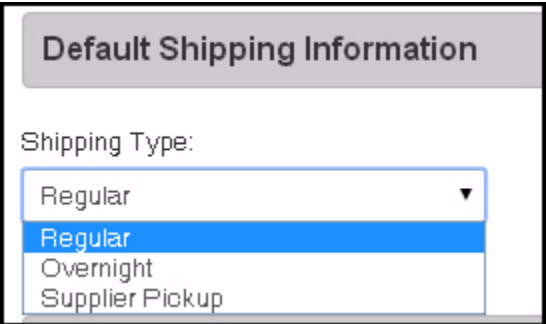


Figure 6.7 Default Shipping Information

# Requested Shipping Date

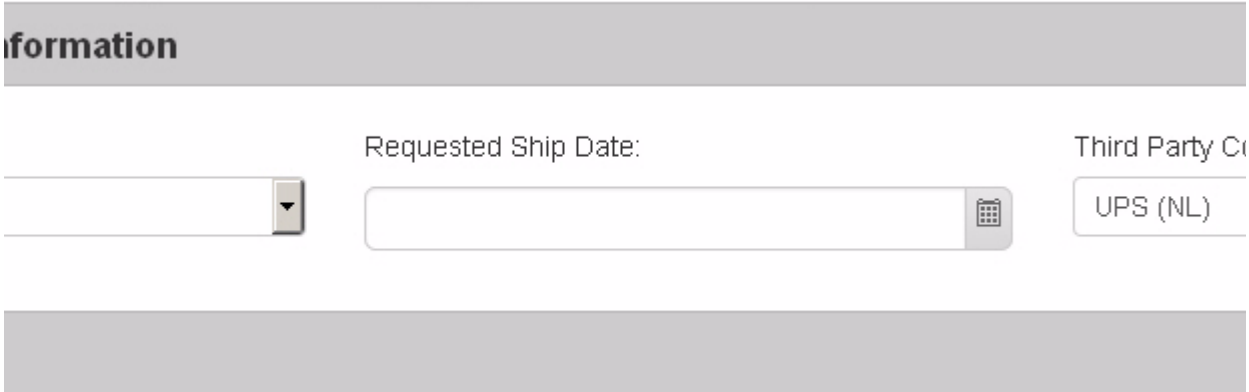


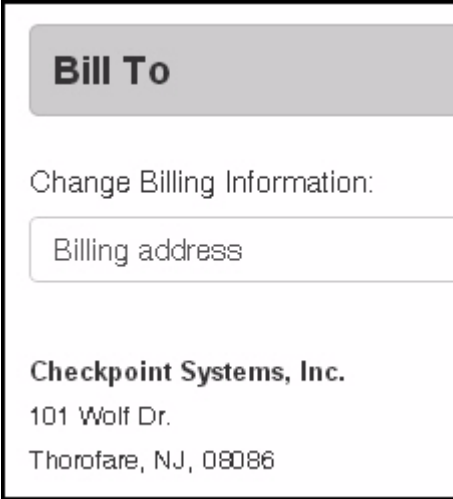
Figure 6.8 Request Ship Date

You can also define a specific date for the delivery of your orders, to do so:

- 1 Under the Default Shipping Information, Click on the "Date Picker Button" and select your desired date.

# Billing Address

After selecting a shipping address and shipping type, you can now proceed with the billing information. Under “Bill To” the default billing address is selected, check if the information is correct.



**Bill To**

Change Billing Information:

Billing address

**Checkpoint Systems, Inc.**  
101 Wolf Dr.  
Thorofare, NJ, 08086

Figure 6.9 Billing Address

And if everything is settled, you can now move to the next step by clicking on “Continue”. The button can be found below the billing address or the above the shipping address list.



< Previous Page      Continue >

Figure 6.10 Shipping - Continue

## Step 3: Reviewing and Completing Order

### Review Order

Under “Review Order”, the order information and payment information will be displayed.

<b>Bill To Information</b> Checkpoint Systems, Inc. 101 Wolf Dr. Thorofare, NJ, 08086, US	<b>Ship To Information</b> Checkpoint Systems, Inc. 1 101 Wolf Dr. Thorofare, NJ, 08086, US	<b>Shopping Cart :</b> 6945 <b>Order Date :</b> 5/26/2014	<b>Shipping Type :</b> REGULAR <b>Courier :</b> <b>Account :</b>					
<b>Order Number</b>	<b>Sales Order</b>	<b>Production Location</b>	<b>Item Code</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount ( USD )</b>	
CAT119459	166019660	ThorofareDC	001	Checkpoint Label	200	USD 5.00 per 1000 pcs	1.00	
							<b>Sub Total :</b>	1.00
							<b>Shipping and Handling :</b>	0.00
							<b>Taxes / Vat :</b>	0.00
							<b>Grand Total :</b>	1.00

Figure 6.11 Review Order

To continue with the Orders, you must agree with the “Terms and Conditions” which is just below the order information.

### Special Order Instructions

For additional instructions that concerns the orders, you can add it under the “Special Order Instructions” which is just below “Review Order”.

**Order Instructions:** *Maximum: 140 characters*

Customer Specific Special order instructions.

**Order Number**

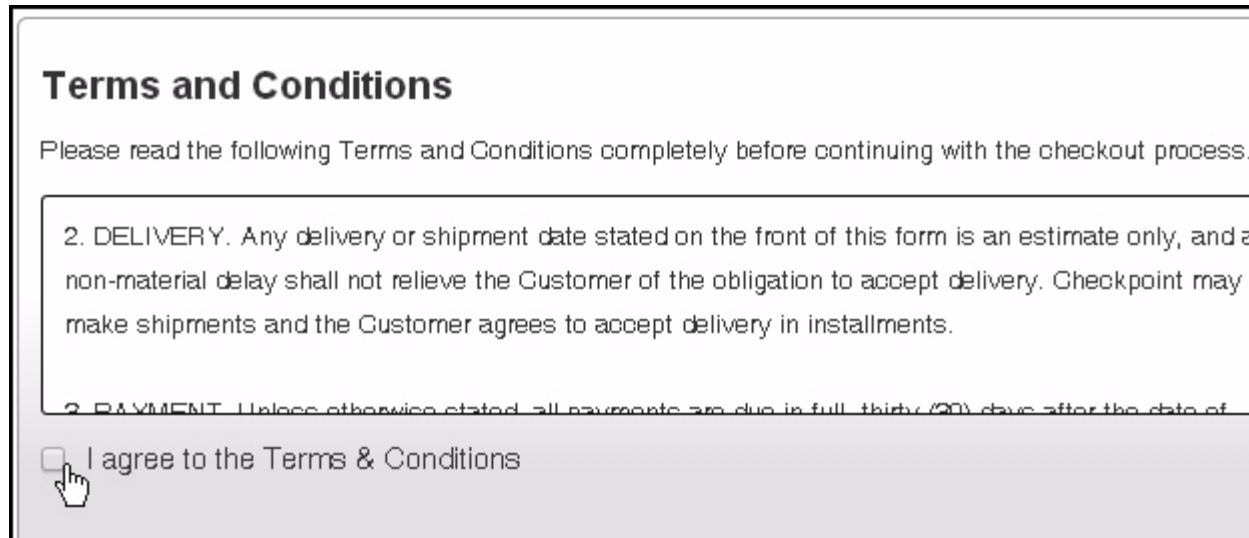
Order Number

Figure 6.12 Special Order Instructions

- 1 Type your specific special instruction/s on the “Order Instructions” text box.
- 2 Type the “Order Number” on the Order Number text box.

## Terms and Conditions

---



**Terms and Conditions**

Please read the following Terms and Conditions completely before continuing with the checkout process.

2. DELIVERY. Any delivery or shipment date stated on the front of this form is an estimate only, and a non-material delay shall not relieve the Customer of the obligation to accept delivery. Checkpoint may make shipments and the Customer agrees to accept delivery in installments.

3. PAYMENT. Unless otherwise stated, all payments are due in full, thirty (30) days after the date of

I agree to the Terms & Conditions

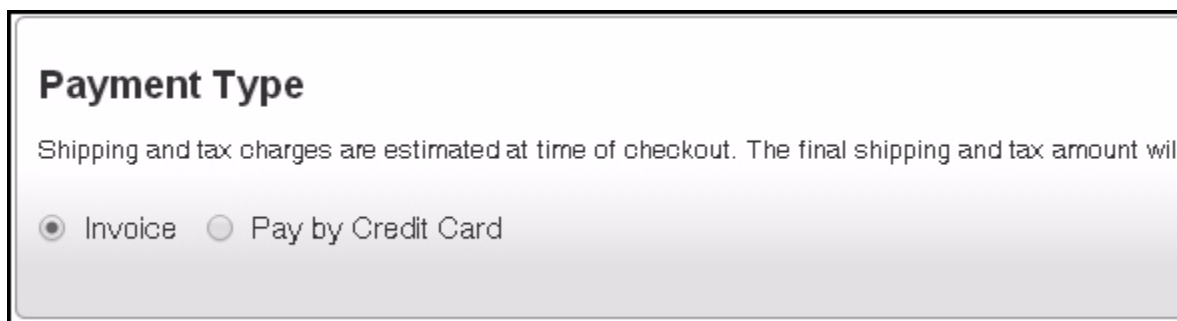
Figure 6.13 Terms and Conditions

- 1 Click on the box before “I agree to the Terms & Conditions”.

After agreeing with the terms and condition, you can now proceed to “Payment Type”; which can be found just below the “Terms and Conditions”

## Selecting Payment Type

---



**Payment Type**

Shipping and tax charges are estimated at time of checkout. The final shipping and tax amount will

Invoice  Pay by Credit Card

Figure 6.14 Payment Type

You can select between “Invoice”, “Credit Card Payment” or “via Paypal”.

## Placing Order

---

Once everything is settled and defined, you can now complete the transaction by placing the order. To place order:

- 1 To place the order in CheckNet click the “Place Order” button.



**Figure 6.15** Place Order button

**Note:** *The Place Order button can be found below the Payment Type and just above the Order Summary.*

# Chapter 7

## Re-Ordering

### Re-Order Items

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Once an order is posted, it will appear on the order history together with its current status. and these orders can be re-ordered.

### Accessing Order My History

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The order history can be accessed through several ways within CheckNet. The “My Order History Report” can be accessed through the Menu Bar under Reports.



Figure 7.1 My Order History

The “My Order History Report” can also be found on the Landing page on the right most part of the screen. Clicking the “View All” button or the shopping cart number link will also redirect you to the Order History Report.

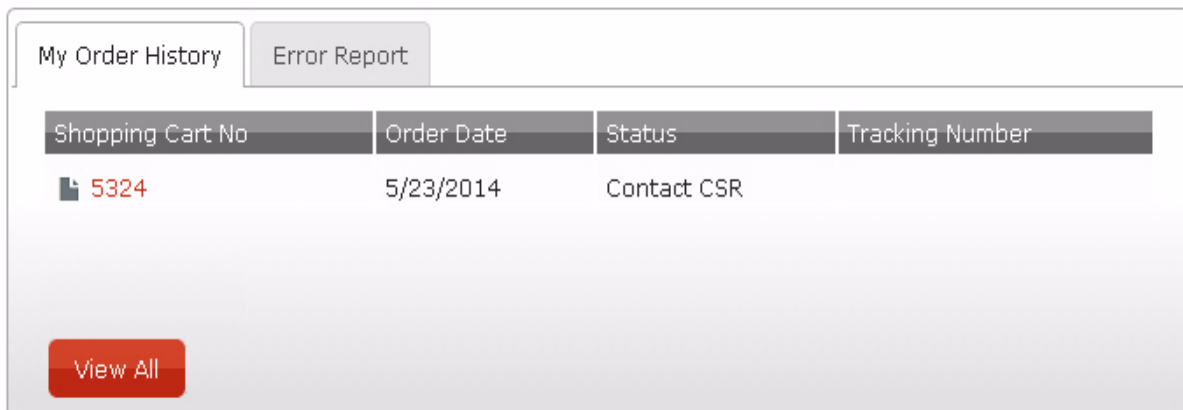


Figure 7.2 Landing Page - My Order History

And lastly, the “My Order History Report” can also be accessed through the page Footer.





Figure 7.3 Footer - My Order History Report

## Re-Ordering Items

You can find a list of all of the orders made through the My Order History Report page and from here you can start Re-Ordering previously made orders or items.

### My Order History Report

Shopping Cart #:  Sales Order #:

Start Date:  End Date:

**Search** **Clear Search**

Reorder	Shopping Cart No.	Sales Order No	Order Number	Vendor Ref.
	8349	178003309	CAT121606	
	9999999999999999	Checkpoint Tag	30	ThorofareDC
	8346	178003308	CAT121606	
	8341	178003300	CAT121604	
	5345	166019717	CAT119459	
	5324	166019630	CAT119443	

Navigation: < 1 >

Figure 7.4 Order History Summary

- 1 Click on the Green Shopping Cart Icon of the Item you desire to Re-Order.

**Note:** You can also re-order an item within a shopping cart. you can view them by expanding the shopping cart.

**Note:** The Variable Data made for the Item or Order will be retained in Re-ordering an Item/ Order





## Accessing Invoice Page

The Invoice page contains a list of all Open and Closed single and consolidated invoices. The invoice page can be accessed through the Landing Page, under the Account Menu or on the page Footer.

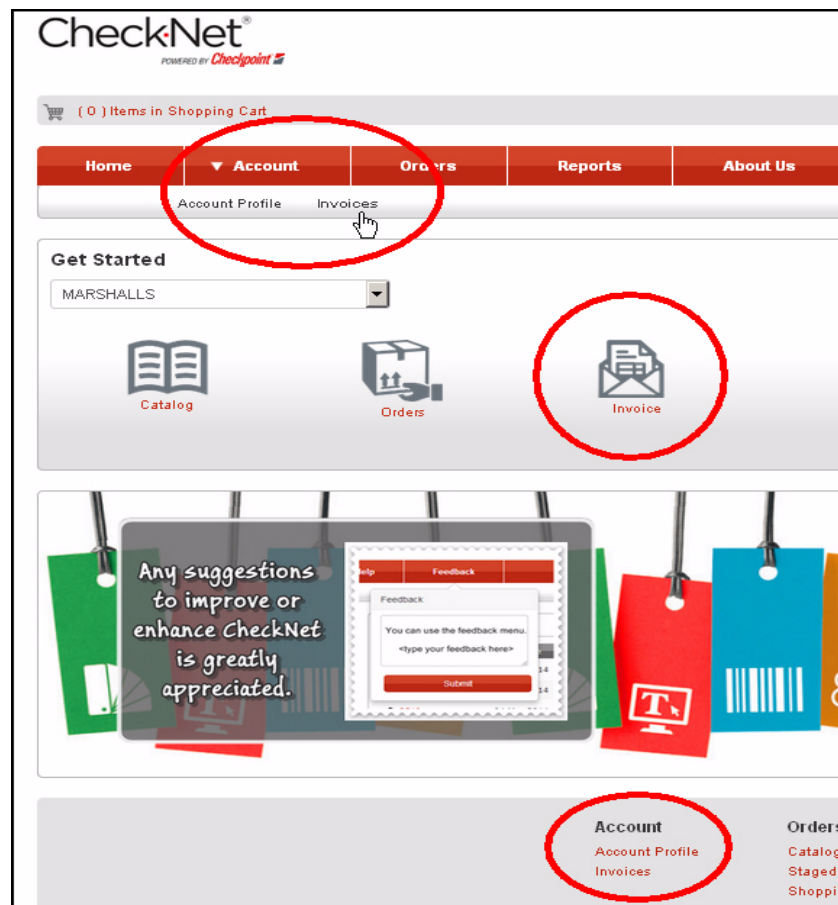


Figure 8.1 Landing Page - Invoice

# Single Invoice

The invoice is equipped with search filter options. You can filter your search using the Invoice #, Status or Days Past Due. Search Results will be displayed just below the search options.

The screenshot shows the 'Invoices' section of a software interface. At the top, there are search filters for 'Invoice #', 'Status' (set to 'Open'), and 'Days Past Due' (set to 'See All'). Below these are 'Search' and 'Clear Search' buttons. To the right is an 'Invoice Payment' section with instructions. The main area is titled 'Single Invoices' and contains a table of invoice details. A 'Pay' button is visible in the top right of the table area.

Invoice Number	Payer	Payer Name	Invoice Date	Invoice Due Date	Invoice Price	Status
903193804	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.79	OPEN
903193803	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN
903193802	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN
903193801	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN
903193800	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN
903193799	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN
903193798	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN
903193797	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.47	OPEN
903193796	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 5.52	OPEN
903193795	162389	CKP COMPANY	9/2/2014	10/2/2014	USD 8.38	OPEN

Figure 8.2 Single Invoice

# Exporting Invoices

Invoices can be exported to PDF and Spreadsheet (Excel) formats. To export Single invoice via PDF, click the PDF icon. To export Single invoice via spreadsheet, click the Spreadsheet icon.

The screenshot shows a table of invoices. The first three rows are highlighted with a red circle, and each row has a PDF icon and a Spreadsheet icon in the left margin, indicating export options for those invoices.

Invoice Number	Payer	Payer Name	Invoice Date	Invoice Due Date
903177070	43588	CKP COMPANY	8/20/2014	9/19/2014
903175611	43588	CKP COMPANY	8/19/2014	9/18/2014
903173618	43588	CKP COMPANY	8/16/2014	9/15/2014

Figure 8.3 Invoice Export to PDF & Excel (Spreadsheet)

**Note:** The export button availability is based on the preferences or settings of your organization.

# Paying Invoices

Open Single Invoices can be paid via Credit Card or Paypal. To pay:

- 1 Select invoices by clicking the checkbox button right beside the "Invoice Number"
- 2 Click on "Pay". (Insert Button Here)
- 3 Fill the necessary details
  - a Card Type
  - b Credit Card Number
  - c CVC
  - d Expiration Date (Month and Year)
- 4 After reviewing details, click Submit payment.

The screenshot shows a web interface titled "Invoice Payment". Under "Invoice Details", it states "Total Invoice: USD 56.08". A table lists three invoices with their numbers and amounts. To the right, there are input fields for "Card Type" (set to Visa), "Card Number" (1111222233334444), "CVC" (111), and "Expiration Date" (MM/YY). A red "Submit Payment" button is present, followed by an "OR" separator and a yellow "PayPal" button with the text "Click here to pay".

Invoice Number	Invoice Amount
903192938	5.92
903192937	25.08
903192936	25.08

Figure 8.4 Single Invoice - Payment

## Consolidated Invoices

The invoice is equipped with search filter options. You can filter your search using the Consolidated Invoice #, Status or Days Past Due. Search Results will be displayed just below the search options.

**Invoices**

Consolidated #:

Status:

Days Past Due:

Search Clear Search

**Invoice Payment**

Select single or multiple invoices for Payment. Next, choose a Payment Type and Submit Payment to complete transaction. You will be provided with a confirmation number that you can print for your records.

Single Invoices Consolidated Invoices

**Consolidated Invoices** Pay

	Consolidate...	Invoice Date	Invoice Due Date	Status	Payer Name	Bill To	Price
▶	<input type="checkbox"/>	980028583	4/26/2013	4/26/2013	OPEN	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028582	4/26/2013	4/26/2013	OPEN	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028580	4/26/2013	4/26/2013	OPEN	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028578	4/25/2013	4/25/2013	OPEN	CKP COMPANY	USD 31.85
▶	<input type="checkbox"/>	980028576	3/25/2013	4/23/2013	OPEN	CKP COMPANY	USD 15.94
▶	<input type="checkbox"/>	980028575	3/13/2013	4/11/2013	OPEN	CKP COMPANY	USD 15.00
▶	<input type="checkbox"/>	980028574	1/8/2013	2/6/2013	OPEN	CKP COMPANY	USD 31.85

Showing items from 1 to 7. Total items: 7

Grand Total of Selected Items: \$0.00

Figure 8.5 Consolidated Invoice

## Exporting Invoices

Invoices can be exported to PDF and Spreadsheet (Excel) formats. To export Consolidated invoice via PDF, click the PDF icon. To export Consolidated invoice via spreadsheet, click the Spreadsheet icon.

	Consolidate...	Invoice Date	Invoice Due Date	Status
▶	<input type="checkbox"/>	980028583	4/26/2013	OPEN
▶	<input type="checkbox"/>	980028582	4/26/2013	OPEN
▶	<input type="checkbox"/>	980028580	4/26/2013	OPEN
▶	<input type="checkbox"/>	980028578	4/25/2013	OPEN
▶	<input type="checkbox"/>	980028576	3/25/2013	OPEN
▶	<input type="checkbox"/>	980028575	3/13/2013	OPEN
▶	<input type="checkbox"/>	980028574	1/8/2013	OPEN

Figure 8.6 Consolidated Invoice Export to PDF & Excel (Spreadsheet)

**Note:** The Consolidated Invoice availability is based on the preferences or settings of your organization.

# Paying Invoices

Open Single Invoices can be paid via Credit Card or Paypal. To pay:

- 1 Select invoices by clicking the checkbox button right beside the "Consolidated Invoice Number"

Note: You can also expand the consolidated invoice and select open invoices to pay.

- 2 Click on "Pay". (Insert Button Here)

- 3 Fill the necessary details

- a Card Type
- b Credit Card Number
- c CVC
- d Expiration Date (Month and Year)

After reviewing details, click Submit payment.

The screenshot shows a web form titled "Invoice Payment". Under "Invoice Details", it states "Total Invoice: USD 57.61". A table lists two invoices:

Consolidate...	Invoice Num...	Invoice Amo...	
	980077265	1.96	
	980076404	903079367	55.65

To the right of the table are input fields for "Card Type:" (set to Visa), "Card Number:" (1111222233334444), "CVC:" (111), and "Expiration Date:" (MM/YY). Below these is a red "Submit Payment" button, followed by "-- OR --" and a yellow "PayPal" button with the text "Click here to pay".

Figure 8.7 Consolidated Invoice - Payment





## View Reports

### My Order History

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The “My Order History Report” shows a history of all orders you made and their status. This type of report can be viewed by all types of Customer user roles.

### Accessing My Order History

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The order history can be accessed through several ways within CheckNet. The “My Order History Report” can be accessed through the Menu Bar under Reports.



Figure 9.1 Reports Menu - My Order History

The “My Order History Report” can also be found on the Landing page on the right most part of the screen. Clicking the “View All” button or the shopping cart number link will also redirect you to the Order History Report.

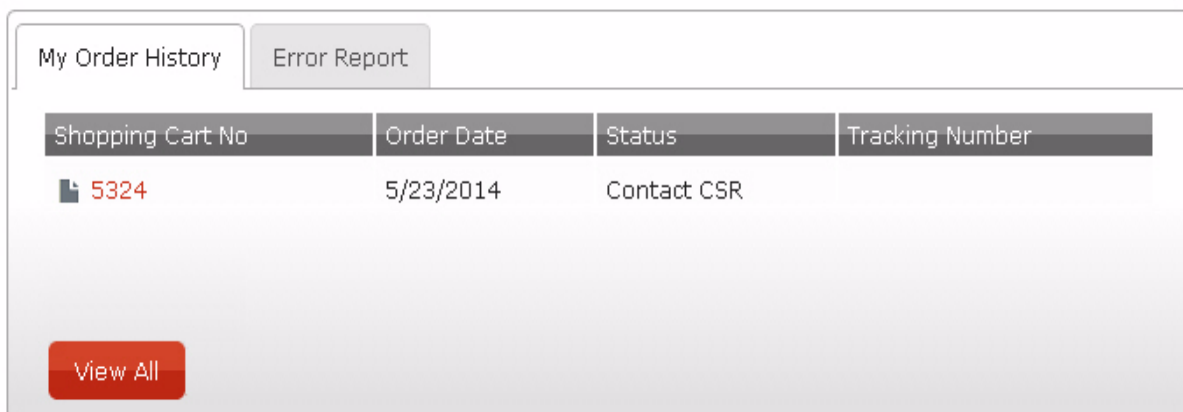


Figure 9.2 Landing Page - My Order History

And lastly, the “My Order History Report” can also be accessed through the page Footer.



Figure 9.3 Footer - My Order History Report

## Filtering Reports

Once clicked the “My Order History”, a list of all orders will be displayed together with a search filtering tool.

The screenshot shows the 'My Order History Report' search filter interface. It features five input fields: 'Shopping Cart #', 'Sales Order #', 'Order Number', 'Start Date', and 'End Date'. Below the input fields are two buttons: 'Search' and 'Clear Search'.

Figure 9.4 Search Filters

- 1 Enter the “Shopping Cart #”, or the “Sales Order #” or the “Order Number”
- 2 Enter the “Start Date” and “End Date” using the Date Picker, if you want to use a date range for your search.
- 3 Click on “Search”

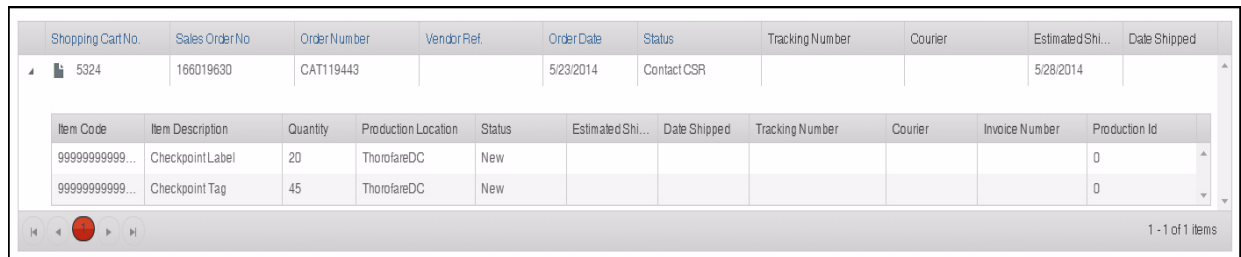
**Note:** Search results will be listed below the search tool.

**Note:** Click “Clear Search” if you want to show all your orders.

## Viewing Search Results

Search results will be listed right below the search filter tool; you can also view the contents of an order, to do so:

- 1 Click on the arrow head pointing to the right located on the first column to expand or show contents.
- 2 Click on the paper icon to view the order/shopping cart details.



Shopping Cart No.	Sales Order No.	Order Number	Vendor Ref.	Order Date	Status	Tracking Number	Courier	Estimated Shi...	Date Shipped
5324	166019630	CAT119443		5/23/2014	Contact CSR			5/28/2014	

Item Code	Item Description	Quantity	Production Location	Status	Estimated Shi...	Date Shipped	Tracking Number	Courier	Invoice Number	Production Id
9999999999...	Checkpoint Label	20	ThorofareDC	New						0
9999999999...	Checkpoint Tag	45	ThorofareDC	New						0

Figure 9.5 Search Results

## Purchase Order Status

The “Purchase Order Status Report”, shows information about the orders made by the organization. The purchase order status report is also equipped with a search engine that will help you filter your search. This type of report can be viewed only by customers and vendors.

### Accessing Purchase Order Status

The “Purchase Order Status”, like the “My Order History”, can be accessed through several ways within checknet. It can be accessed through the Menu Bar under Reports.

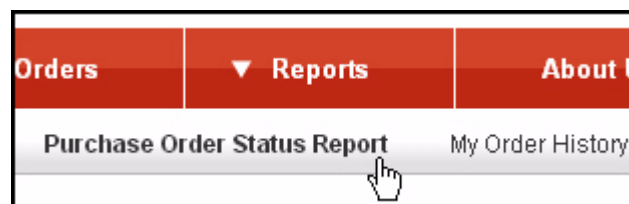


Figure 9.6 Menu - Purchase Order Status Report.

The Purchase Order Status can be also be found and accessed through the page footer.



Figure 9.7 Purchase Order Status - Footer

## Filtering Status Report

Once clicked, the “Purchase Order Status Report” will show a list of all orders will be displayed together with a search filtering tool.

The screenshot shows the 'PO Status Report' search interface. It has four input fields: 'Order Number #', 'Shopping Cart No #', 'Sales Order', and 'Vendor Ref #'. Below these are three buttons: 'Generate Report', 'Clear Search', and 'Advanced Options'. At the bottom left is an 'Export to Excel' button. On the right, there is a 'Some Helpful Tips' box with the following text: 'Do you know that you can do the following: \* Search multiple orders separating them by comma \* Click shopping cart info icon to view Order Confirmation \* Expand the order line to see variable information'.

Figure 9.8 PO Status Report

You can use the search tool to filter your search and have your desired search results. To search for an order:

- 1 Enter the “Order Number”, or the “Shopping Cart Number”, or the “Sales Order”, or the “Vendor Reference #”.
- 2 Click on “Generate Report”

**Note:** After clicking on *Generate Report*, your search will be listed below; and to start a new search, just click on *Clear Search* and repeat the steps. You can also click on *Advanced Option* to show the advanced search filters for you to have a more specific search results.

## Viewing Search Results

Search results will be listed right below the search filter tool. You can also view the contents of an order. To do so:

- 1 Click on the arrow head pointing to the right located on the first column to expand or show contents.
- 2 Click on the paper icon to view the order/shopping cart details.

	Order Number	Shopping Cart No.	Status	Received...	Order Date	Estimated...	Ship Date	Ship To	Bill To	Tracking Nu...
▶	CAT142295	10455	Open	5/21/2014	5/21/2014	5/21/2014				
▶	CAT142277	10211	Open	5/19/2014	5/19/2014	6/2/2014				
▶	CAT142278	10211	Open	5/19/2014	5/19/2014	6/2/2014				
▶	CAT142279	10211	Open	5/19/2014	5/19/2014	6/2/2014				
▶	00231314 ReOrder	9774	Contact Customer Service	5/14/2014	5/14/2014	5/19/2014				
▶	CAT142196	7439	Open	5/13/2014	5/13/2014	5/16/2014				
▶	00670586 ReOrder	3111	Open	4/23/2014	4/23/2014	4/28/2014				
▶	CAT142032	3110	Open	4/23/2014	4/23/2014	5/7/2014				
▶	CAT142007	3016	Open	4/22/2014	4/22/2014	4/25/2014				
▶	00231314	2543	Contact Customer Service	4/16/2014	4/16/2014	4/21/2014				

Figure 9.9 Report - Purchase Order Status Report

## Order Status Definition

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### Cancelled

---

PO Status	Comments	Displayed As
CANCELLED	Cancelled	Cancelled
Declined	Declined	Cancelled
Price Declined	Price Declined	Cancelled

### Closed

---

PO Status	Comments	Displayed As
DOWNLOADED	Downloaded Staged PO	Closed

### Contact CSR

---

PO Status	Comments	Displayed As
Import Error	Data Integrity Import Error	Contact CSR
ERROR ON HOLD	Error on Hold	Contact CSR

### In Shopping Cart

---

PO Status	Comments	Displayed As
SHOPCART	In Shopping Cart	In Shopping Cart

## Open

---

<b>PO Status</b>	<b>Comments</b>	<b>Displayed As</b>
MULTI SHIP	Check Detail	Open
TRANSMITTED	In Process	Open
REPRINTED	Re-Printed	Open
RELEASED	Released for Printing	Open
PRINTED	In Production	Open
Waiting for Approval	Waiting for Approval	Open
CREDIT HOLD	CREDIT HOLD	Open
Waiting for AutoRelease	Waiting for Auto Release	Open
FOR VERIFICATION	ERP Verification for Order	Open
FOR PRINTING	Orders to be Sent to Printshop	Open
PPO Approval	PPO Approval	Open
ORDER UNDER REVIEW	Order Under Review	Open
PROCESSING INFO	Processing Information	Open

## Paid

---

<b>PO Status</b>	<b>Comments</b>	<b>Displayed As</b>
Paid	Paid Invoice	Paid

## Shipped

---

<b>PO Status</b>	<b>Comments</b>	<b>Displayed As</b>
SHIPPED	Shipped	Shipped



## UnReleased Orders

---

<b>PO Status</b>	<b>Comments</b>	<b>Displayed As</b>
CONVERTED	Converted from checknet-europe.com	Unreleased Orders
STAGEDPO	Original Staged PO	Unreleased Orders