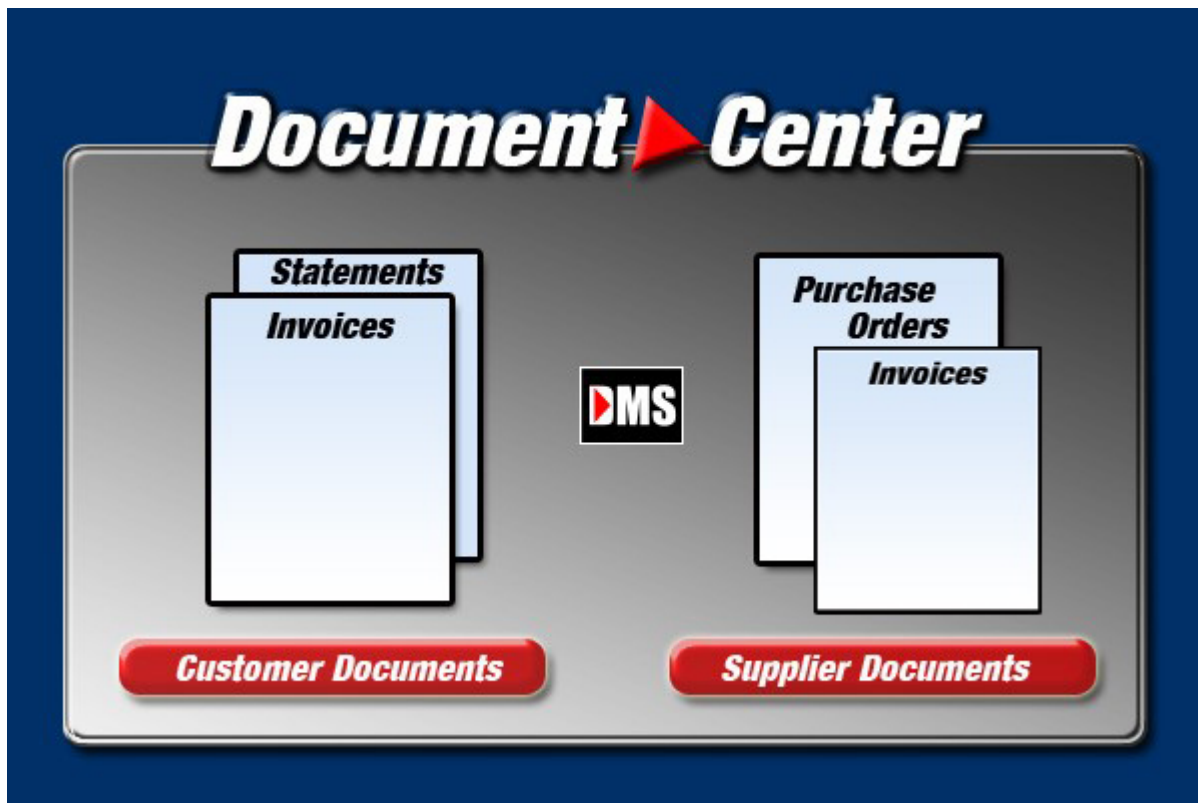




## Introducing DMS...



Your **"Dashboard"** for **"100% Paperless" Management** of Customer and Supplier documents.

### Document Center Features:

- ▶ **Create PDFs** of Laser-generated\* Customer **Invoices** and **Statements** and Supplier **Purchase Orders** that are *automatically* created by the Document Center application. (\*requires Laser Forms module)
- ▶ **Storage** - Documents are digitally archived and searchable by Year for any Customer or Supplier which will help eliminate the "paper chase" in your business.
- ▶ **Email\*** any document instantly to your Customers or Suppliers. Customers and Suppliers get their e-mailed original documents instantly and you'll save time and significant money over mailing or faxing your documents the "traditional" way.
- ▶ **Reprint** any Customer Invoice, Statement or Supplier Purchase Order instantly !
- ▶ **Self-Service** - *Qwik-Order* customers can retrieve copies of their Invoices or Statements directly from the *Qwik-Order* Billing Status page.

# DMS Document Center

Home Search:  GO Back

Customer#	Customer Name	City	State	Documents
8901	#1 AUTO PARTS INC	MIDDLEBURY	VT	<a href="#">Invoices</a> <a href="#">Statements</a>
4138	A & A AUTOMOTIVE SUPPLY	SAN ANTONIO	TX	<a href="#">Invoices</a> <a href="#">Statements</a>
4565	ABC AUTOMOTIVE	BELGIUM	LA	<a href="#">Invoices</a> <a href="#">Statements</a>
4514	A & B AUTO SUPPLY	CHICAGO	IL	<a href="#">Invoices</a> <a href="#">Statements</a>
8844	A & B TOOL SALES	WICHITA		<a href="#">Invoices</a> <a href="#">Statements</a>
3688	A & G AUTO PARTS	HOMER CITY	PA	<a href="#">Invoices</a> <a href="#">Statements</a>
3717	A & G AUTO PARTS	APOLLO		
3724	A & G AUTO PARTS	ELDERTON		
7105	A & G AUTO PARTS	FORD CITY		
7729	A & G AUTO PARTS	EAGLE LAKE		
9171	A & G AUTO PARTS LLC	MONROE		
7328	A & H AUTO PARTS	NEW LONDON		
5213	A & I FASTENERS	S HOUSTON		

◀ After clicking on the red “Customer Documents” button from the Dashboard, you can Search for a customer by Customer #, Customer Name, City or State.

Then click either the “Invoices” or “Statements” links to drill down further.

▶ Once you have chosen your customer, select the Year and then click “List Invoices”.

## DMS Document Center

Customer 4565 - ABC Automotive

### Invoices

Home Back

Invoice Year	Actions
2009	<a href="#">List Invoices</a>

# DMS Document Center

## Customer 4565 - ABC Automotive

### Invoices

Home Back

Location	Invoice	Delivery Method	PO#	Amount	Invoice Date	Actions
PRIME	127377	Printed		2663.10	02/10/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	128658	Printed		1032.03	02/20/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	129874	Printed		3035.65	03/05/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	130259	Printed		872.17	03/09/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	131284	Printed		946.58	03/17/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	132142	Printed		-27.70	03/25/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	134837	Printed		2026.97	04/16/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	137109	Printed		2529.07	05/05/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	138691	Printed		1825.47	05/19/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	140716	Printed		-25.14	06/04/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	141209	Printed		.00	06/05/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	141423	Printed		1745.75	06/08/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	144579	Printed		1687.84	06/26/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	146721	Printed		2429.95	07/15/2009	<a href="#">View</a> <a href="#">Email</a>
PRIME	148937	Printed		1711.40	08/12/2009	<a href="#">View</a> <a href="#">Email</a>

▶ Now you will see a list of Invoices. Simply click “View” to display an exact PDF copy of the original document.

**PRIME**  
AUTOMOTIVE PARTS & TOOLS  
EQUIPMENT

DATE: 2/10/09  
TIME: 3:43 PM

Ship to: 4565  
ABC Automotive  
PO Box 264  
Belgium LA 70772

Bill to: 4565  
ABC Automotive  
PO Box 264  
Belgium LA 70772

Ship via	P/O Number	Billing Terms	Keyed By	Taken By	Sales Rep	Dpt
R&L CARRIERS		NET 10TH PROX	K316	K316	K316	PR

Order	B/O	Ship	Mfr	Item	Description	Each	Extended
Pick tickets for this order include: 4222, 4223							
72				72 TCC 6312	R134A 12 OZ.	2.39	172.08
96				96 SFM SF16	SEAFOAM - 16 OZ.	4.69	450.24
6				6 BMW 1008Q	METALLIC SEAL-UP	1.65	9.90
24				24 BER 0117	CHEMTOOL 16.25 OZ	2.09	50.16
12				12 BER 0116	BERRYMAN CHEMTOOL	1.99	23.88
24				24 RAS BB-1	ENGINE GUNK	1.83	43.92
12				12 GDE 22208	STA-BIL 8OZ FUEL ST	4.09	49.08
60				60 PYL SFR11	STARTING FLUID	1.59	95.40
120				120 RAS M7-20	RS BRAKE CLEAN	1.55	186.00
16				16 HRC B3	GAL B52 DEGREASER	6.39	102.24
12				12 HRC B11	32OZ B52 DEGREASER	4.09	49.08
4				4 TRC 100021	GAL - OIL STARTER	19.85	79.40

▶ Now just click the “Email” link to instantly send a reprinted PDF invoice to your customer!

To Order, call: 252-985-2500 x 214 or Email: [info@dms-systems.com](mailto:info@dms-systems.com)