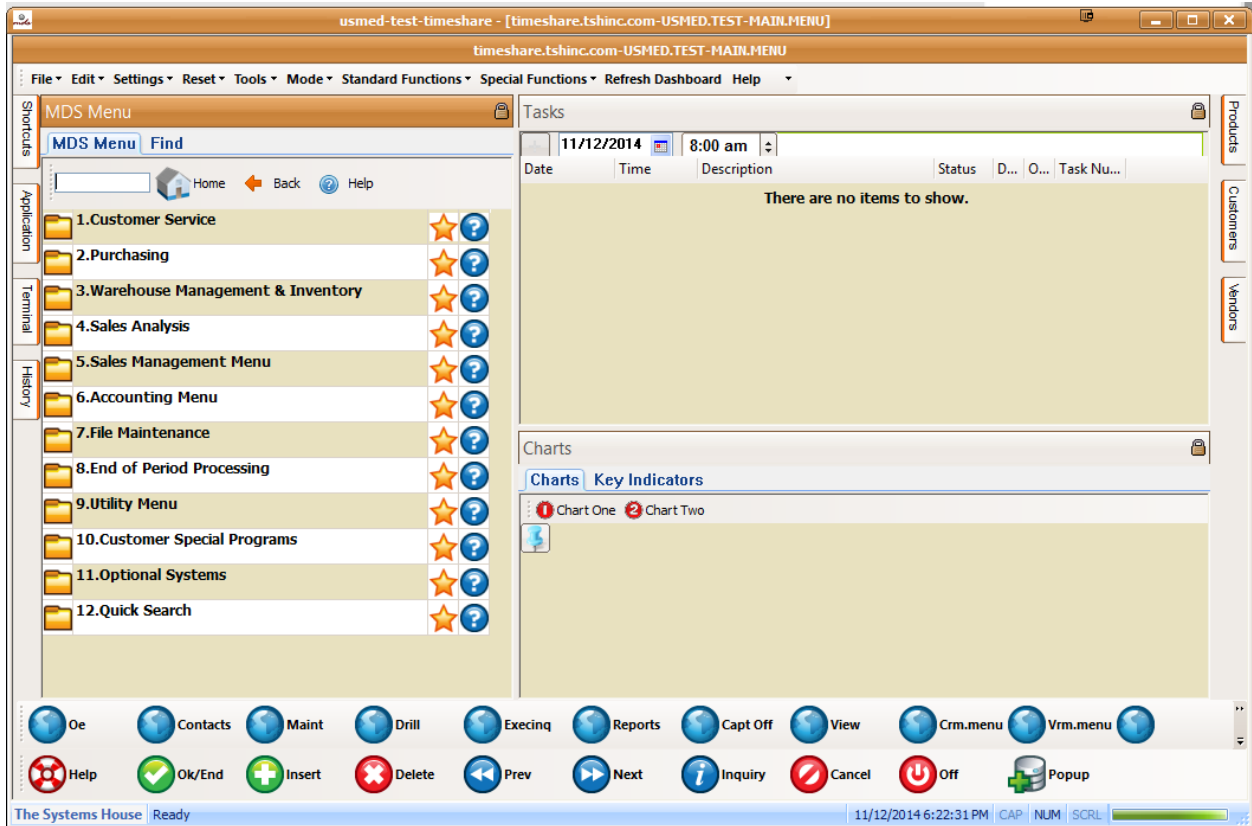


Adding Proof of Delivery to invoices using Remotenet and MDS Document Management

DJF 11/12/14

Step 1. Login to mds and go to the invoice inquiry for the customer in question

In this case customer 100010 -



Step 2. Go into the Customer Accounts Recievable Inquiry to upload your invoice

Choose the invoice/shipment you will be uploading the pdf and locate the signed pdf on your pc

Typically we recommend you name the file the invoice or release number so they are easy to match

Alternately you can just scan all the deliveries for the date (on a copier/scanner) and have it automatically name the file based upon the date.

This would create a single pdf with all the shipments for the day..

The screenshot shows a software window titled "usmed-test-timeshare - [timeshare.tshinc.com-USMED.TEST-DET.AR011\$1]". The main content area is titled "Customer Accounts Receivables" and displays the following information:

- Company#**: 01 US MedSource, LLC
- Customer#**: 100001
- City St Zip**: SARASOTA FL 34277-2487
- Start Date**: [Blank] **End Date**: [Blank]
- Salesman#**: 020 HOUSE
- Creation Date**: 06/27/13
- Customer**: FLORIDA MEDICAL SPECIALISTS, LLC
- Credit Meth**: 04 Cred Hold
- Credit Limit**: 99999
- Terms**: 01 NET 30

Below this is a table of financial data:

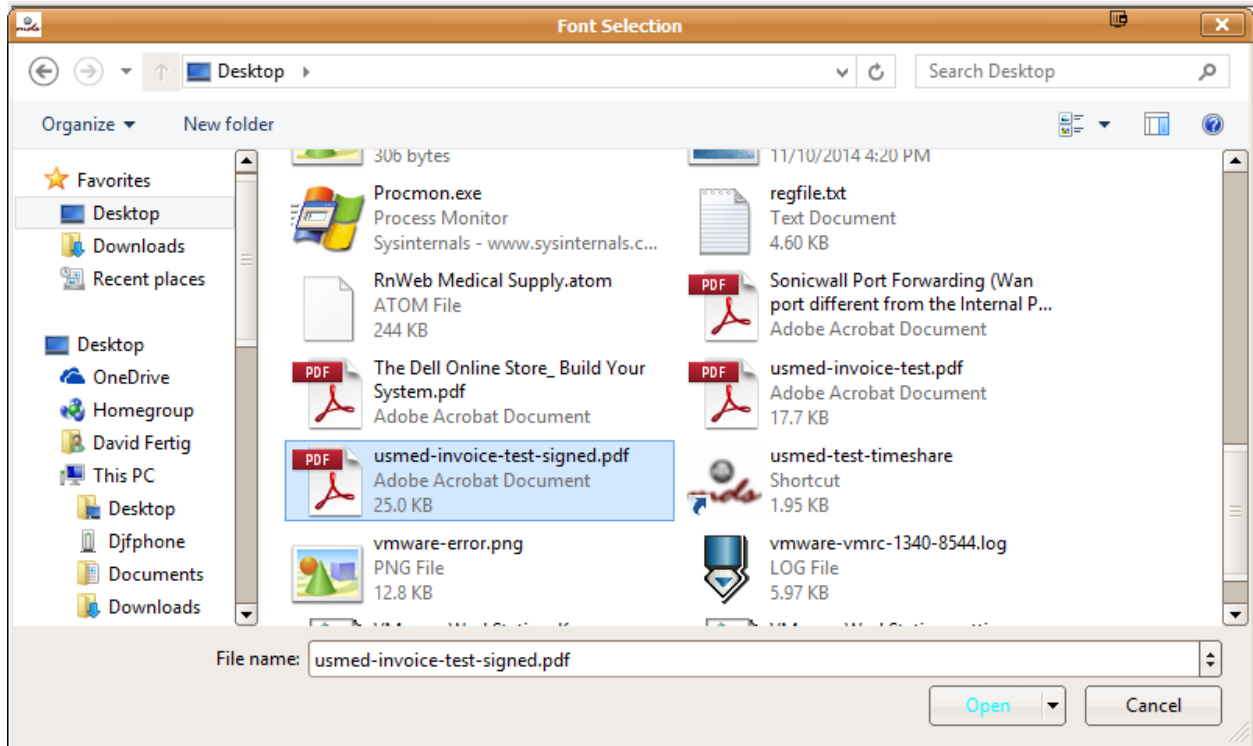
High Cred\$	OpenOrder\$	A/R Balance	Paid to Dt	Old Inv	Phone
17290	15877.23	10323.20	24568.63	09/04/13	941-315-6191

At the bottom of the main area is an invoice list table:

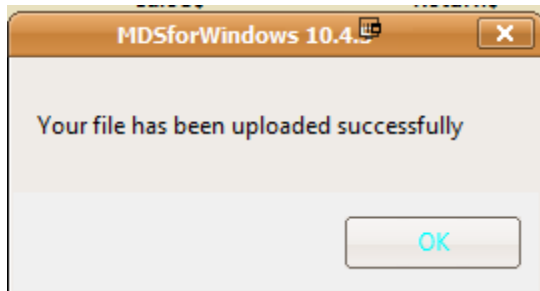
Ln#	Type	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
8	INV	01500392	09/24/13		4.21	4.21	001		100402001
9	INV	01500493	10/07/13		5.27	5.27	001		100431005
10	INV	01500621	04/16/14		6.57	6.57	001		100577001
11	INV	01500620	02/05/14		7.94	7.94	001		100575001
12	INV	01500610	10/22/13		9.95	9.95	001	100285	100529003
13	INV	01500606	10/22/13		10.10	10.10	001		100563001
14	INV	01500618	10/22/13		11.96	11.96	001		100486002

At the bottom of the window is a toolbar with various icons for actions like Select, Stmt Prt, Det Ar, Details, Aging, Print, Crm, Custsale, Paidhist, Cons Ar, Search, Help, Ok/End, Insert, Delete, Prev, Next, Inquiry, Cancel, Off, and Popup. The status bar at the very bottom shows "The Systems House Ready" and the date/time "11/12/2014 6:24:33 PM".

Step 3. Click on the camera icon next to the invoice – this will allow you to upload and image using the MDS document management system.



Step 4 – browse to your test file



Step 5 click open and the file will upload , once complete you should see this dialog box to indicate it's now available on the MDS system.

Step 5 . login to your website as that customer and go to the invoice inquiry to verify your data.

Accounts Receivable Inquiry

hosting.tshinc.com/MDSWEB/login990B

US MEDSOURCE Medical Supplies, Equipment & Pharmaceuticals

My Cart: \$0.00

Place an Order | My Account | Deals | Contact Us | Home

Welcome DAVID | Current Order: 100547 \$0.00 | Toll Free: (866) 543-4414

Customer # 100010 Salesrep AARON FELLOWS Customer Name MAXHEALTH - LWR
11505 PALMBRUSH TRAIL
SUITE 220
JAKEWOOD RANCH FL 34202-6100
U.S.A.

Phone 941-315-6191 Fax 855-253-4836

Highest Credit \$0.00 Last Payment \$0.00 AR Balance \$0.00 Oldest Invoice

Sort By: Type GO
Items per page: 10 GO

The following are open invoices for your account:
[\(Click here to view Statements\)](#)

Line No.	Type	Invoice #	Inv. Date	Customer Ref.	Order#-Rel#	Original Amt.	Open Amt.
1	INV	01500606	10/22/13	/MAXHEALTH - LWR	01100563001	\$10.10	\$10.10
2	INV	01500509	10/09/13	/MAXHEALTH - LWR	01100490001	\$105.93	\$104.93
3	INV	01500337	09/17/13	/MAXHEALTH - LWR	01100359001	\$110.79	\$0.00
4	INV	01500580	10/18/13	/MAXHEALTH - LWR	01100488003	\$110.85	\$110.85
5	INV	01500288	09/09/13	/MAXHEALTH - LWR	01100188005	\$161.56	\$0.00
6	INV	01500401	09/25/13	/MAXHEALTH - LWR	01100363001	\$16.92	\$16.92
7	INV	01500382	09/23/13	/MAXHEALTH - LWR	01100359002	\$18.92	\$18.92
8	INV	01500267	09/04/13	/MAXHEALTH - LWR	01100131002	\$285.21	\$285.21
9	INV	01500537	10/14/13	/MAXHEALTH - LWR	01100488002	\$30.69	\$30.69
10	INV	01500429	09/27/13	/MAXHEALTH - LWR	01100359006	\$32.66	\$32.66

17 Items 2 Pages Previous 1 2 Next

Step 6. Click on the pdf icon next to the invoice to view your uploaded documents.

Accounts Receivable Inquiry

hosting.tshinc.com/MDSWEB/login990B

US MEDSOURCE Medical Supplies, Equipment & Pharmaceuticals

My Cart: \$0.00

Place an Order | My Account | Deals | Contact Us | Home

Welcome DAVID | Current Order: 100547 \$0.00 | Toll Free: (866) 543-4414

Customer # 100010 Salesrep AARON FELLOWS Customer Name MAXHEALTH - LWR
11505 PALMBRUSH TRAIL
SUITE 220
JAKEWOOD RANCH FL 34202-6100
U.S.A.

Phone 941-315-6191 Fax 855-253-4836

Highest Credit \$0.00 Last Payment \$0.00 AR Balance \$0.00 Oldest Invoice

Sort By: Type GO
Items per page: 10 GO

The following are open invoices for your account:
[\(Click here to view Statements\)](#)

Document Information: Click the PDF icon to download your document as a pdf

Document ID	Date	Time	Method	Destination
INV 01500606100010	11/12/14	06:40:08pm	Printed	Internal
INV 01500606100010	02/05/14	05:50:30pm	Printed	Internal

Line No.	Type	Invoice #	Inv. Date	Customer Ref.	Order#-Rel#	Original Amt.	Open Amt.
1	INV	01500606	10/22/13	/MAXHEALTH - LWR	01100563001	\$10.10	\$10.10
2	INV	01500509	10/09/13	/MAXHEALTH - LWR	01100490001	\$105.93	\$104.93
3	INV	01500337	09/17/13	/MAXHEALTH - LWR	01100359001	\$110.79	\$0.00
4	INV	01500580	10/18/13	/MAXHEALTH - LWR	01100488003	\$110.85	\$110.85
5	INV	01500288	09/09/13	/MAXHEALTH - LWR	01100188005	\$161.56	\$0.00
6	INV	01500401	09/25/13	/MAXHEALTH - LWR	01100363001	\$16.92	\$16.92
7	INV	01500382	09/23/13	/MAXHEALTH - LWR	01100359002	\$18.92	\$18.92
8	INV	01500267	09/04/13	/MAXHEALTH - LWR	01100131002	\$285.21	\$285.21
9	INV	01500537	10/14/13	/MAXHEALTH - LWR	01100488002	\$30.69	\$30.69
10	INV	01500429	09/27/13	/MAXHEALTH - LWR	01100359006	\$32.66	\$32.66

17 Items 2 Pages Previous 1 2 Next

Step 7. For demonstration purposes I have shown you how you can view the invoice automatically online - once the new file is uploaded you will see a new entry – this is real time so no updates are needed the web it update as soon as you need it.

Note: if need be admin’s may delete items in the uploaded form archives using operator AD

Document Information: Click the icon to download your document as a pdf

Document ID	Date	Time	Method	Destination
INV 01500006100010	11/12/14	06:40:08pm	Printed	Internal
INV 01500006100010	02/05/14	05:50:30pm	Printed	Internal
INV 01500006	11/12/14	06:45:57pm	Printed	Internal

The following are open invoices for your account:
(Click here to view Statements)

Line No.	Type	Invoice #	Inv. Date	Customer Ref.	Order#-Ref#	Original Amt.	Open Amt.
1	INV	01500006	10/22/13	MAXHEALTH -LWR	0110588001	\$10.10	\$10.10
2	INV	01500006	10/09/13	MAXHEALTH -LWR	0110588001	\$105.93	\$104.93
3	INV	01500007	09/17/13	MAXHEALTH -LWR	0110588001	\$110.79	\$0.00
4	INV	01500006	10/18/13	MAXHEALTH -LWR	0110588002	\$110.85	\$110.85
5	INV	01500006	09/06/13	MAXHEALTH -LWR	0110588005	\$161.66	\$0.00
6	INV	01500001	09/25/13	MAXHEALTH -LWR	0110588001	\$16.92	\$16.92
7	INV	01500002	09/23/13	MAXHEALTH -LWR	0110588002	\$16.92	\$16.92
8	INV	01500007	09/04/13	MAXHEALTH -LWR	0110588002	\$285.21	\$285.21
9	INV	01500007	10/14/13	MAXHEALTH -LWR	0110588002	\$30.69	\$30.69
10	INV	01500006	09/27/13	MAXHEALTH -LWR	0110588006	\$32.65	\$32.65

Step 8. Click on the document you wish to view in this case the last one uploaded is the one I want.

The name is just INV.XXXX Where XXXX is the invoice number

Accounts Receivable Inquiry | timeshare.tshinc.com/us: x

timeshare.tshinc.com/usmedtestreports//Invoice_DAVID.pdf

Invoice Date:	10/22/13	Salesman:	AARON FELLOWS
Ship Date:	10/22/13	Ship Via:	OUR TRUCK
Our Order No:	01100563001	Customer Order #:	
License	ME 116023 Exp: 01/31/15	Terms:	NET 30
Special Instructions:		DEA #	FK3547823 Exp: 12/31/15

Line	Item Number / Description	Ordered	UM	Shipped	UM	B/O Qty	Unit Price	UM	Extension
1	HOS-00409663734 SODIUM BICARB ABJ SYR 8.4% 50ML 2 SYRINGES / BOX NDC#: 00409663734 Lot #: 27-218-DK Expiration Date: 03/01/15	1	BX	1	BX	0	10.10	BX	\$10.10
	SUB TOTAL								10.10
	INVOICE TOTAL								\$10.10

Additional License Information
 State License for FL - Origin
 DS15222 Exp 02/04/15
 State License for FL - Destination
 ME 116023 Exp 01/31/15

FOR PEDIGREE INFORMATION
 CALL (866) 929-7280 OR
 EMAIL INFO@USMEDSOURCE.COM

David Fertig
 DELIVERED: 11/13/14
 DRIVER: DAVID FERTIG

Cartons: 0 Weight: 0.0

* Non-Taxable
 ** REPRINT (2) **

Step 9. A new window/browser will pop up with the pdf of your document – displaying it.

We recommend pdf's b/c they will work for everyone but technically you can upload any document like a spreadsheet/word doc etc.